



JEFFERSON TRANSIT AUTHORITY
REMOTE REGULAR BOARD MEETING
Tuesday, December 21, 2021, 1:30 p.m.

AGENDA

COVID-19 NOTICE:

Remote per Governor Inslee's amended proclamation 20-28, to reduce the spread of COVID-19.

Join this meeting using the following methods:

- | |
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| <ul style="list-style-type: none">• Watch Live: https://us06web.zoom.us/j/87641174508
To provide public comment: Click <i>Raise Hand</i> in the webinar controls. |
| <ul style="list-style-type: none">• Audio Only: 833 548 0276 (Toll Free) Webinar ID: 876 4117 4508
To provide public comment, press *6 unmute audio. When finished speaking, press *6 to mute again. |

Call to Order/Welcome

Public Comment

SUBMITTING COMMENTS DURING COVID-19: During social distancing for the COVID-19 pandemic, citizens can submit public comments remotely to Jefferson Transit. Comments will be read aloud by staff for up to three minutes during the public comment period. Email comments speck@jeffersontransit.com before the meeting start time.

New Agenda Item

I. Finance Reports

- November, 2021
- October, 2021
- September, 2021
- August, 2021

II. Consent Agenda

- Approval of Minutes, August 17, 2021
- Approval of Special Meeting Minutes, November 16, 2021
- Approval of Special Meeting Minutes, November 30, 2021
- Approval of Expenses, August 2021
- Approval of Expenses, September 2021
- Approval of Expenses, October 2021
- Approval of Expenses, November 2021
- Disposition of Surplus Property Under \$5,000
- Resolution 21-16:** 2022 Board Meeting Schedule

III. Unfinished Business

- Resolution 21-17:** Adopt the 2022 Proposed Budget

IV. New Business

- Resolution 21-18:** PTD0504, Consolidated Grant Agreement

V. Reports

- General Managers Report
- Fleet & Facilities Report
- Fixed Route Operations Report
- Mobility Operations Report
- TAG Update

<p>Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.</p>
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Public Comment

Executive Session for discussion regarding personnel per RCW 42.30.110(1)(g)

Adjournment



63 4 Corners Road, Port Townsend, WA 98368

December 15, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: November 2021 Financial Report

November Financial Report

The budget tracking percentage for November 2021 is 91.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (September 2021 - remitted in November 2021).

For the month September 2021 sales tax was 17% higher than received for September 2020. Comparing the amount to September 2019, it is 19% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for November (remitted in January 2022) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 15.9% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 8.8% under budget.
- **Benefits** – Benefits are 13.2% under budget
- **Services and User Fees** – S/U Fees are 36.8% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 26.5% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Non-Vehicle Mntce & Repair Parts are over budget.
- **Utilities** – 6.1% under budget
- **Casualty/Liability Costs** – C/L costs are 2.4% under budget
- **Taxes** – 81.4% under budget

- **Miscellaneous** – 69.2% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 3.1% over budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in November: Comprehensive Plan, Wheel Balancer, 3rd Maintenance Bay



November 2021 Financial Summary

Budget Tracking Figure: 91.6%

Operational Expenses:	\$387,742.59
Operational Revenues:	\$0.00
Non-Operational Income:	\$626,967.84
Capital Expenses:	\$72,260.26
Capital Income:	\$0.00
Sales Tax Received 11/30/2021 for September 2021:	\$614,903.47
Sales Tax Received 11/30/2020 for September 2020:	\$525,977.44

**Sales tax increased from prior year 17% **

Cumulative Sales tax increase from prior year 23% (19% up from 2019)

Cash on Hand as of November 30, 2021*:

Operating:	\$4,407,885.56
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,650,281.16
Dedicated (Committed) Grant Match (100% Funded):	\$6,106,081.30
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$127,780.77
Travel Fund:	\$1,500.00

Total	\$14,558,925.79**
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*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2021

Month Received - Cash Basis (Cash Flow)

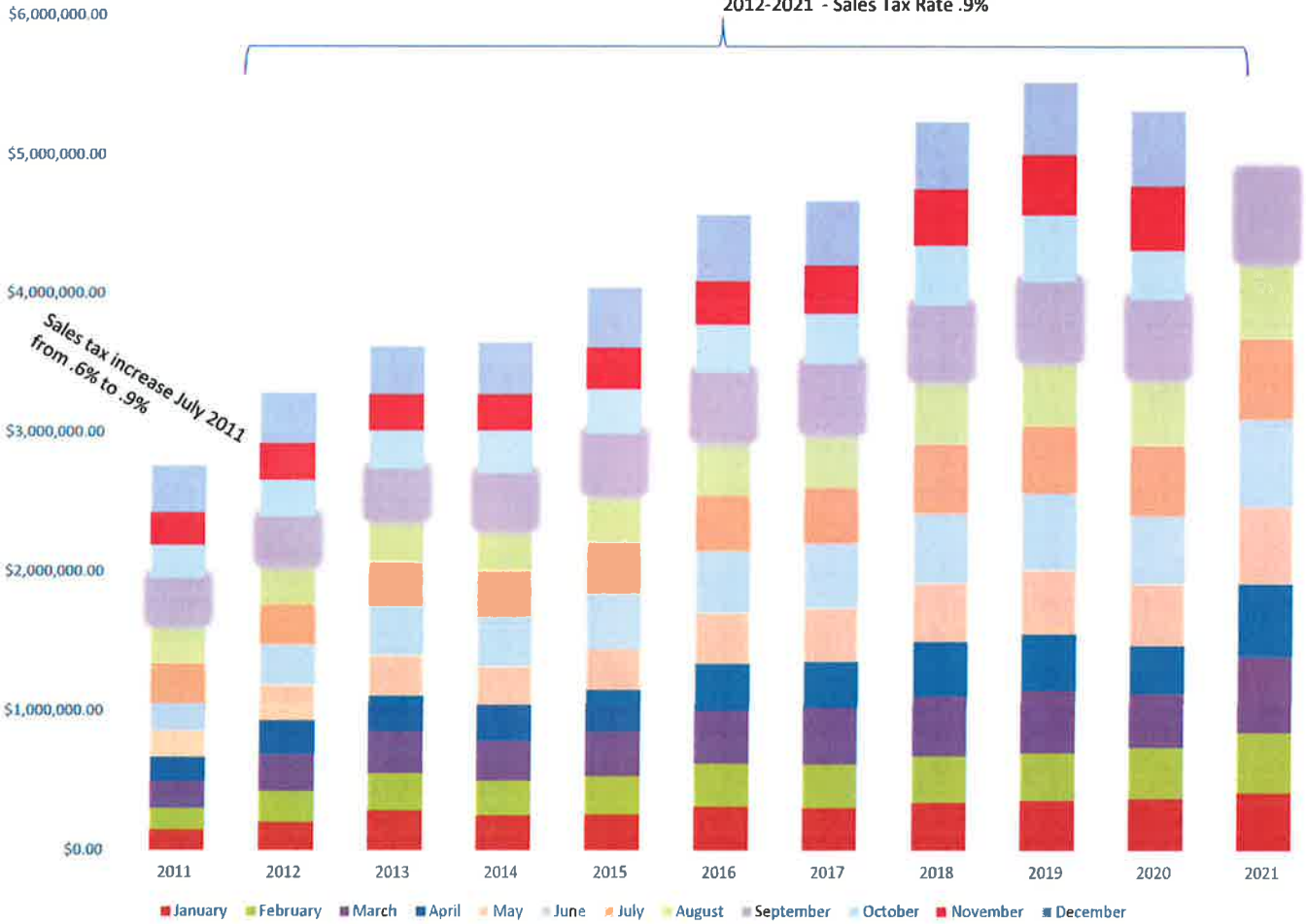
Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.80	\$313,966.88	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,827.20	\$516,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,460.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$561,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$346,715.22	\$398,659.28	\$361,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$561,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$529,866.66	\$487,387.81	\$550,089.91	\$486,983.29	\$465,923.53	\$430,000.00	46.49%	\$4,001,325.99	2,994,000.00	36.98%
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$4,685,364.03	3,394,000.00	38.05%
October	0.90%	\$579,887.82	\$518,705.02	\$501,418.48	\$491,804.90	\$430,879.75	\$425,000.00	36.44%	\$5,265,251.85	3,819,000.00	37.87%
November	0.90%	\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$482,570.00	\$475,000.00	29.45%	\$5,880,155.32	4,294,000.00	36.84%
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$358,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$5,880,155.32	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,846,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$534,559.57	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Accrual Actual Sales Tax Received	2021 Cumulative Accrual Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,460.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,460.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$561,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,411,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$346,715.22	\$398,659.28	\$361,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$561,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$529,866.66	\$487,387.81	\$550,089.91	\$486,983.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$3,683,553.12	2,620,000.00	40.59%
August	0.90%	\$579,887.82	\$518,705.02	\$501,418.48	\$491,804.90	\$430,879.75	\$425,000.00	36.44%	\$4,263,440.94	3,045,000.00	40.01%
September	0.90%	\$614,903.47	\$525,977.44	\$535,728.65	\$501,570.25	\$482,570.00	\$475,000.00	29.45%	\$4,878,344.41	3,520,000.00	38.59%
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$358,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.80	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$4,878,344.41	\$5,315,690.71	\$5,521,926.70	\$5,238,794.51	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$542,038.27	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

Jefferson Transit Authority - 2011-2021 Cumulative Sales Tax (Accrual Based)

2012-2021 - Sales Tax Rate .9%



NAICS Category - September 2021 (received November 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 1,082	\$ 254	\$ 828	426%	\$ 606	179%
Mining	\$ 884	\$ 717	\$ 167	123%	\$ 649	136%
Utilities	\$ 245	\$ 172	\$ 74	143%	\$ 757	32%
Construction	\$ 137,786	\$ 118,553	\$ 19,233	116%	\$ 147,625	93%
Manufacturing	\$ 14,275	\$ 11,561	\$ 2,714	123%	\$ 14,983	95%
Wholesale Trade	\$ 35,919	\$ 30,410	\$ 5,509	118%	\$ 26,988	133%
Retail Trade	\$ 221,235	\$ 193,387	\$ 27,847	114%	\$ 169,535	130%
Transportation and Warehousing	\$ 3,236	\$ 2,445	\$ 791	132%	\$ 1,856	174%
Information	\$ 18,455	\$ 15,443	\$ 3,012	120%	\$ 18,194	101%
Finance and Insurance	\$ 3,549	\$ 3,441	\$ 108	103%	\$ 2,718	131%
Real Estate Rental and Leasing	\$ 12,390	\$ 6,285	\$ 6,104	197%	\$ 7,213	172%
Professional, Scientific, and Technical Services	\$ 11,750	\$ 10,324	\$ 1,426	114%	\$ 9,967	118%
Management of Companies and Enterprises	\$ 1,461	\$ 1	\$ 1,460	292144%	\$ 101	1446%
Administrative and Support and Waste Management and Remediation Services	\$ 35,134	\$ 32,382	\$ 2,752	108%	\$ 23,050	152%
Educational Services	\$ 2,191	\$ 927	\$ 1,264	236%	\$ 1,530	143%
Health Care and Social Assistance	\$ 3,005	\$ 1,887	\$ 1,118	159%	\$ 2,007	150%
Arts, Entertainment, and Recreation	\$ 6,181	\$ 5,689	\$ 491	109%	\$ 6,857	90%
Accommodation and Food Services	\$ 71,706	\$ 57,342	\$ 14,364	125%	\$ 69,610	103%
Other Services (except Public Administration)	\$ 16,237	\$ 14,743	\$ 1,495	110%	\$ 14,032	116%
Public Administration	\$ 3,177	\$ 4,625	\$ (1,448)	69%	\$ 7,030	45%
Not Classified	\$ 20,875	\$ 20,452	\$ 423	102%	\$ 15,832	132%
Total	\$ 620,773	\$ 531,041	\$ 89,731	117%	\$ 541,140	115%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending Tuesday, November 30, 2021

STATEMENT OF CASH FLOWS	<u>November</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,484,682.19	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$540,821.57)	(\$4,417,313.97)
Non-Capital Financing Activities	\$614,942.24	\$7,383,252.01
Investing Activities	<u>\$822.93</u>	<u>\$10,425.60</u>
Total Operating Cash Provided/(Used)	74,943.60	2,976,363.64
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		<u>(\$346,959.70)</u>
Net Increase/(Decrease) Cash and Equivalent	<u>\$74,943.60</u>	<u>\$2,629,403.94</u>
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u><u>\$14,559,625.79</u></u>	<u><u>\$14,559,625.79</u></u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending Tuesday, November 30, 2021

STATEMENT OF INCOME/(LOSS)	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	190,837.46	2,131,383.58	2,581,957.00	82.55%
Benefits	130,430.66	1,435,532.60	1,837,819.00	78.11%
Services and User Fees	11,378.77	217,848.15	399,665.00	54.51%
Materials & Supplies	34,024.15	396,175.61	610,610.00	64.88%
Utilities	4,618.90	75,883.89	89,053.00	85.21%
Casualty/Liability Costs	12,722.33	139,492.73	157,000.00	88.85%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	3,212.32	48,713.62	220,030.00	22.14%
Leases and Rentals	518.00	21,922.66	23,216.00	94.43%
Total Operating Expenses	387,742.59	4,467,403.46	5,923,942.00	75.41%
Operating Income (Loss)	(387,742.59)	(4,467,403.46)	(5,893,462.00)	75.80%
Non-Operating Revenues				
Non-Transportation Revenue	861.70	4,796.83	25,200.00	19.04%
Taxes Levied by Transit	514,903.47	5,881,155.32	4,720,000.00	124.60%
Local Grants & Contributions	1,250.00	13,750.00	18,000.00	76.39%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	1,014,016.35	1,283,160.00	79.02%
Total Non-Operating Revenues	626,967.84	7,488,060.50	6,296,824.00	118.92%
Net Income (Loss) Before Transfers In/(Out)	239,225.25	3,020,657.04	403,362.00	748.87%
Net Income/(Loss)	<u>\$239,225.25</u>	<u>\$3,020,657.04</u>	<u>\$403,362.00</u>	<u>748.87%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Eleven Months Ending Tuesday, November 30, 2021

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	822.93	10,425.60	24,000.00	43.44%
Gain (Loss) on Disposition of Capital Items		(9,096.09)	1,200.00	(758.01%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues	38.77	3,465.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	514,903.47	5,881,155.32	4,720,000.00	124.60%
Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	1,014,016.35	1,283,160.00	79.02%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	626,967.84	7,488,060.50	6,296,824.00	118.92%
TOTAL REVENUES	\$626,967.84	\$7,488,060.50	\$6,327,304.00	118.35%

**Jefferson Transit Authority
Operating Expenses
For the Eleven Months Ending Tuesday, November 30, 2021**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,515.41	\$758,898.45	\$924,387.00	82.10%
Operators Overtime - Fixed Route	1,581.91	49,268.10	68,565.00	71.86%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,497.88	110,800.89	138,512.00	79.99%
Operators Overtime - Dial-a-Ride (DAR)	323.19	3,403.77	8,425.00	40.40%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	48,089.45	551,093.01	689,366.00	79.94%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,592.98	26,459.89	33,050.00	80.06%
Administration Salaries	57,236.64	631,459.47	719,652.00	87.75%
Total Labor	190,837.46	2,131,383.58	2,581,957.00	82.55%
Benefits				
FICA	16,577.12	182,424.75	230,180.00	79.25%
Pension Plans (PERS)	21,972.84	293,791.42	359,572.00	81.71%
Medical Plans	41,376.52	475,044.71	570,120.00	83.32%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,109.43	59,067.91	81,823.00	72.19%
Holiday	21,634.44	113,059.86	124,022.00	91.16%
General Leave	19,844.36	267,795.61	325,843.00	82.19%
Other Paid Absence (Court Duty & Bereavement)	20.56	1,847.79	15,750.00	11.73%
Uniforms, Work Clothing & Tools Allowance	1,037.02	9,513.76	24,680.00	38.55%
Other Benefits (HRA, EAP & Wellness)	1,113.51	16,293.88	38,700.00	42.10%
Paid FML	314.46	3,655.52	4,129.00	88.53%
COVID-19 JTA/Federal Leave	1,430.40	13,033.14	53,000.00	24.59%
Total Benefits	130,430.66	1,435,532.60	1,837,819.00	78.11%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	3,149.75	27,925.30	26,250.00	106.38%
Professional & Technical Services	1,681.40	96,674.74	140,500.00	68.81%
Contract Maintenance Services (IT Services)	541.14	9,717.15	14,005.00	69.38%
Custodial Services	875.00	9,940.00	18,720.00	53.10%
Security Services	234.00	1,562.10	5,600.00	27.89%
Vehicle Technical Services	498.80	20,799.57	47,000.00	44.25%
Property Maintenance Services	1,841.95	18,065.65	41,901.00	43.12%
Software Maintenance Fees	1,325.43	19,723.08	81,425.00	24.22%
Postage & Mail Meter Fees	227.26	1,958.91	3,600.00	54.41%
Drug & Alcohol Services	355.42	3,274.62	8,000.00	40.93%
Other Services & User Fees	648.62	8,207.03	9,664.00	84.92%
Total Service and User Fees	11,378.77	217,848.15	399,665.00	54.51%
Materials and Supplies Consumed				
Fuel	16,949.95	215,507.86	335,000.00	64.33%
Tires	4,207.52	18,762.36	27,000.00	69.49%
Lubrication	710.66	10,830.18	13,050.00	82.99%
Tools	675.51	6,623.49	18,000.00	36.80%
Vehicle Maintenance & Repair Parts	4,949.73	93,194.25	81,500.00	114.35%
Non-Vehicle Maintenance & Repair Parts	2,078.48	11,023.74	9,740.00	113.18%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials		4,248.88	5,750.00	73.89%
Shop Supplies (Maintenance & Cleaning)	1,350.47	14,320.27	23,000.00	62.26%
Safety & Emergency Supplies		1,814.12	9,800.00	18.51%
Office Supplies	394.37	8,437.41	16,920.00	49.87%
Computer Programs & Supplies	1,236.09	5,414.48	18,000.00	30.08%
Printing (Photocopier, Schedules & Brochures)	1,471.37	5,731.21	49,500.00	11.58%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	34,024.15	396,175.61	610,610.00	64.88%

**Jefferson Transit Authority
Operating Expenses
For the Eleven Months Ending Tuesday, November 30, 2021**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,230.84	14,773.38	15,100.00	97.84%
Utilities (Electrical & Propane)		23,287.85	27,800.00	83.77%
Telephone & Internet	3,388.06	37,822.66	46,153.00	81.95%
Total Utilities	4,618.90	75,883.89	89,053.00	85.21%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	139,945.63	157,000.00	89.14%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	139,492.73	157,000.00	88.85%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,316.94	17,915.43	20,406.00	87.79%
Travel & Meetings	58.80	2,767.82	34,000.00	8.14%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Roadeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	1,505.58	9,090.14	26,554.00	34.23%
EE CDL and EE Physical Expense	331.00	1,768.90	9,250.00	19.12%
COVID-19 Related Expense		16,760.73	123,420.00	13.58%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	3,212.32	48,713.62	220,030.00	22.14%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	5,819.00	4,500.00	129.31%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		16,103.66	16,216.00	99.31%
Total Leases and Rentals	518.00	21,922.66	23,216.00	94.43%
TOTAL OPERATING EXPENSES	<u>\$387,742.59</u>	<u>\$4,467,403.46</u>	<u>\$5,923,942.00</u>	<u>75.41%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
November 2021

Current Account Status		Balance per Bank @ 11/30/21	\$ 7,956,362.46	\$ -
Balance per GL @ 10/31/2021			\$ 8,028,169.23	
	Transfers - In		\$ -	
	Reimbursement		\$ -	
	Investment Interest		\$ 453.49	
	Transfers Out (Purchases)		\$ (72,260.26)	
	Transfers Out /Bond Call			
Balance per GL @ 11/30/21			\$ 7,956,362.46	
Balance in Capital Account		Outstanding Checks	\$ 7,956,362.46	
2021 Capital Projects				
Facility		Grant Funding	JTA Funding	
	2021 Budgeted Balance	\$ -	\$ -	
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00	
	February 2021		\$ (2,572.50)	
	June 2021		\$ (730.00)	
	July 2021		\$ (13,767.50)	
	September 2021		\$ (8,917.50)	
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00	
	August 2021		\$ (23,934.87)	
	September 2021		\$ (26,917.48)	
	October 2021		\$ (32,870.89)	
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 25,620.82	
	February 2021		\$ (1,853.58)	
	March 2021		\$ (4,830.57)	
	April 2021		\$ (4,390.09)	
	May and June 2021		\$ (5,384.40)	
	July 2021		\$ (994.31)	
	August 2021		\$ (7,813.18)	
	Final		\$ (354.69)	
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00	
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)	
	February 2021		\$ (8,845.33)	
	March 2021		\$ (7,124.00)	
	April 2021		\$ (8,520.80)	
	May and June 2021		\$ (15,315.40)	
	July 2021		\$ (12,575.00)	
	August 2021		\$ (10,441.40)	
	September 2021		\$ (7,384.20)	
	October 2021		\$ (15,969.20)	
	JTA Funded Balance		\$ 81,856.23	
Other Building and Structures		Grant Funding	JTA Funding	
Facilities Mntce Building/Training Area	2021 Beginning Budget		\$ 800,000.00	
Radio Project - Maynard Mtn Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00	
	October 2021		\$ (8,803.55)	
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00	
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00	
	JTA Funded Balance		\$ 903,036.45	
Revenue Vehicles		Grant Funding	JTA Funding	
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00	
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00	
	Trolley Inspection		\$ (625.00)	
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00	
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00	
	New Engine in 01		\$ (7,314.27)	
	Harddrives - Bus Camera System		\$ (6,692.32)	
	Wheel Balancer		\$ (23,065.48)	
	JTA Funded Balance		\$ 557,742.93	
Service Vehicle	2021 Beginning Budget		\$ 45,000.00	
Field Supervisor - SUV	July 2021		\$ (34,374.72)	
	JTA Funded Balance		\$ 10,625.28	
Service Equipment	2021 Beginning Budget		\$ 30,000.00	
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)	
	JTA Funded Balance		\$ 4,315.24	
Office Furniture & Equipment		Grant Funding	JTA Funding	
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00	
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)	
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)	
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)	
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)	
	September 2021 - Integrity Systems, LLC		\$ (6,600.00)	
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00	
	Jan 2021 - Regroup Software		\$ (7,500.00)	
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)	
	JTA Funded Balance		\$ 92,705.03	
JTA Capital Balance			\$ 7,956,362.46	
JTA Committed Project Funds Sub-Total			\$ (1,660,281.16)	
JTA Vehicle Reserve			\$ (126,000.00)	
JTA IT Reserve			\$ (75,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY			\$ 6,106,081.30	



63 4 Corners Road, Port Townsend, WA 98368

November 24, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: October 2021 Financial Report

October Financial Report

The budget tracking percentage for October 2021 is 83.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (August 2021 - remitted in October 2021).

For the month August 2021 sales tax was 12% higher than received for August 2020. Comparing the amount to August 2019, it is 16% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for October (remitted in December 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 14.6% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 8% under budget.
- **Benefits** – Benefits are 12.3% under budget
- **Services and User Fees** – S/U Fees are 32.1% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 24.1% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Non-Vehicle Mntce & Repair Parts are over budget due to a timing issue.
- **Utilities** – 5.8% under budget
- **Casualty/Liability Costs** – C/L costs are 2.6% under budget
- **Taxes** – 73.5% under budget

- **Miscellaneous** – 62.7% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 9.3% over budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in October: EV Feasibility; 3rd Maintenance Bay; Comp Plan and Maynard Mountain Radio Repeater
-

- **Miscellaneous** – 62.7% under budget
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 9.3% over budget
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 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in October: EV Feasibility; 3rd Maintenance Bay; Comp Plan and Maynard Mountain Radio Repeater
-



October 2021 Financial Summary

Budget Tracking Figure: 83.3%

Operational Expenses:	\$477,617.74
Operational Revenues:	\$0.00
Non-Operational Income:	\$663,346.72
Capital Expenses:	\$52,022.73
Capital Income:	\$0.00

Sales Tax Received 10/31/2021 for August 2021:	\$579,887.82
Sales Tax Received 10/31/2020 for August 2020:	\$518,705.02

****Sales tax increased from prior year 12% ****

****Cumulative Sales tax increase from prior year 24%** (20% up from 2019)**

Cash on Hand as of October 31, 2021*:

Operating:	\$4,277,759.80
Operating Reserve (100% Funded):	\$2,032,147.00

(2021 Minimum Funding Required \$1,500,000)

Capital Committed (2021 Capital Projects):	\$1,846,920.60
Dedicated (Committed) Grant Match (100% Funded):	\$5,981,248.63
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	

Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$129,247.17
Travel Fund:	\$1,500.00

Total	\$14,502,073.20**
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**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2021

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99	2,994,000.00	36.98%
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$4,685,364.03	3,394,000.00	38.05%
October	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$5,265,251.85	3,819,000.00	37.87%
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$5,265,251.85	\$5,267,856.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$526,525.19	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$3,683,553.12	2,620,000.00	40.59%
August	0.90%	\$579,887.82	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	36.44%	\$4,263,440.94	3,045,000.00	40.01%
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$4,263,440.94	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$532,930.12	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

NAICS Category - August 2021 (received October 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 282.28	\$ 481.60	\$ (199.32)	59%	\$ 500.52	56%
Mining	\$ 729.86	\$ 915.11	\$ (185.25)	80%	\$ 407.74	179%
Utilities	\$ 347.13	\$ 555.99	\$ (208.86)	62%	\$ 172.28	201%
Construction	\$ 126,699.05	\$ 122,697.64	\$ 4,001.41	103%	\$ 109,692.69	116%
Manufacturing	\$ 14,187.08	\$ 9,779.00	\$ 4,408.08	145%	\$ 15,354.60	92%
Wholesale Trade	\$ 31,373.67	\$ 26,958.88	\$ 4,414.79	116%	\$ 22,968.76	137%
Retail Trade	\$ 212,950.11	\$ 190,179.38	\$ 22,770.73	112%	\$ 166,440.16	128%
Transportation and Warehousing	\$ 4,834.70	\$ 3,674.96	\$ 1,159.74	132%	\$ 3,233.05	150%
Information	\$ 16,105.98	\$ 15,661.97	\$ 444.01	103%	\$ 17,186.56	94%
Finance and Insurance	\$ 4,630.85	\$ 3,061.88	\$ 1,568.97	151%	\$ 3,214.95	144%
Real Estate Rental and Leasing	\$ 7,491.26	\$ 13,323.74	\$ (5,832.48)	56%	\$ 7,622.25	98%
Professional, Scientific, and Technical Services	\$ 8,909.38	\$ 5,401.30	\$ 3,508.08	165%	\$ 5,784.20	154%
Management of Companies and Enterprises	\$ -	\$ 43.27	\$ (43.27)	0%	\$ 0.00	0%
Administrative and Support and Waste Management and Remediation Services	\$ 31,418.10	\$ 27,407.10	\$ 4,011.00	115%	\$ 20,673.72	152%
Educational Services	\$ 675.30	\$ 1,350.29	\$ (674.99)	50%	\$ 968.05	70%
Health Care and Social Assistance	\$ 2,337.19	\$ 1,981.00	\$ 356.19	118%	\$ 1,425.69	164%
Arts, Entertainment, and Recreation	\$ 6,002.94	\$ 5,833.86	\$ 169.08	103%	\$ 6,317.22	95%
Accommodation and Food Services	\$ 68,080.22	\$ 62,445.21	\$ 5,635.01	109%	\$ 76,741.35	89%
Other Services (except Public Administration)	\$ 14,485.51	\$ 11,556.58	\$ 2,928.93	125%	\$ 12,581.22	115%
Public Administration	\$ 5,485.16	\$ 460.40	\$ 5,024.76	1191%	\$ 12,904.00	43%
Not Classified	\$ 27,664.24	\$ 18,789.94	\$ 8,874.30	147%	\$ 22,292.28	124%
Total	\$ 584,690.01	\$ 522,559.10	\$ 62,130.91	112%	\$ 506,481.29	115%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Ten Months Ending Sunday, October 31, 2021

	October	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$14,326,069.36	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$379,358.46)	(\$3,876,792.40)
Non-Capital Financing Activities	\$579,887.82	\$6,768,309.77
Investing Activities	\$881.33	\$9,602.67
Total Operating Cash Provided/(Used)	201,410.69	2,901,120.04
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$43,097.86)	(\$346,959.70)
Net Increase/(Decrease) Cash and Equivalent	\$158,312.83	\$2,554,160.34
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$14,484,382.19	\$14,484,382.19

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Ten Months Ending Sunday, October 31, 2021

	October	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	244,104.25	1,940,546.12	2,581,957.00	75.16%
Benefits	138,500.39	1,304,251.50	1,837,819.00	70.97%
Services and User Fees	25,428.01	204,583.75	399,665.00	51.19%
Materials & Supplies	47,861.88	361,596.69	610,610.00	59.22%
Utilities	4,968.19	69,019.50	89,053.00	77.50%
Casualty/Liability Costs	12,722.33	126,770.40	157,000.00	80.75%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	2,274.02	45,501.30	220,030.00	20.68%
Leases and Rentals	1,758.67	21,404.66	23,216.00	92.20%
Total Operating Expenses	477,617.74	4,074,124.54	5,923,942.00	68.77%
Operating Income (Loss)	(477,617.74)	(4,074,124.54)	(5,893,462.00)	69.13%
Non-Operating Revenues				
Non-Transportation Revenue	2,256.23	3,935.13	25,200.00	15.62%
Taxes Levied by Transit	549,887.82	5,366,251.85	4,720,000.00	113.69%
Local Grants & Contributions	1,250.00	12,500.00	18,000.00	69.44%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	904,063.68	1,283,160.00	70.46%
Total Non-Operating Revenues	663,346.72	6,861,092.66	6,296,824.00	108.96%
Net Income (Loss) Before Transfers In/(Out)	185,728.98	2,786,968.12	403,362.00	690.93%
Net Income/(Loss)	\$185,728.98	\$2,786,968.12	\$403,362.00	690.93%

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Ten Months Ending Sunday, October 31, 2021

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	881.33	9,602.67	24,000.00	40.01%
Gain (Loss) on Disposition of Capital Items	1,374.90	(9,096.09)	1,200.00	(758.01%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues		3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	549,887.82	5,366,251.85	4,720,000.00	113.69%
Local Grants and Contributions				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	904,063.68	1,283,160.00	70.46%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	663,346.72	6,861,092.66	6,296,824.00	108.96%
TOTAL REVENUES	\$663,346.72	\$6,861,092.66	\$6,327,304.00	108.44%

**Jefferson Transit Authority
Operating Expenses
For the Ten Months Ending Sunday, October 31, 2021**

	October	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$86,842.46	\$692,383.04	\$924,387.00	74.90%
Operators Overtime - Fixed Route	9,528.40	47,686.19	68,565.00	69.55%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,544.95	96,303.01	138,512.00	69.53%
Operators Overtime - Dial-a-Ride (DAR)	897.34	3,080.58	8,425.00	36.56%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	62,359.83	503,003.56	689,366.00	72.97%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,292.05	23,866.91	33,050.00	72.21%
Administration Salaries	70,639.22	574,222.83	719,652.00	79.79%
Total Labor	244,104.25	1,940,546.12	2,581,957.00	75.16%
Benefits				
FICA	19,022.90	165,847.63	230,180.00	72.05%
Pension Plans (PERS)	32,957.02	271,818.58	359,572.00	75.60%
Medical Plans	41,274.30	433,668.19	570,120.00	76.07%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,164.39	53,958.48	81,823.00	65.95%
Holiday	5,063.49	90,971.64	124,022.00	73.35%
General Leave	28,904.32	247,951.25	325,843.00	76.10%
Other Paid Absence (Court Duty & Bereavement)		1,827.23	15,750.00	11.60%
Uniforms, Work Clothing & Tools Allowance	421.84	8,476.74	24,680.00	34.35%
Other Benefits (HRA, EAP & Wellness)	1,224.69	14,783.71	38,700.00	38.20%
Paid FML	471.67	3,341.06	4,129.00	80.92%
COVID-19 JTA/Federal Leave	1,995.77	11,602.74	53,000.00	21.89%
Total Benefits	138,500.39	1,304,251.50	1,837,819.00	70.97%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	250.00	23,742.65	26,250.00	90.45%
Professional & Technical Services	17,954.96	94,993.34	140,500.00	67.61%
Contract Maintenance Services (IT Services)	541.14	9,176.01	14,005.00	65.52%
Custodial Services	910.00	9,065.00	18,720.00	48.42%
Security Services	159.98	1,328.10	5,600.00	23.72%
Vehicle Technical Services	2,432.06	20,268.04	47,000.00	43.12%
Property Maintenance Services	998.71	15,403.70	41,901.00	36.76%
Software Maintenance Fees	1,229.07	18,397.65	81,425.00	22.59%
Postage & Mail Meter Fees	11.50	1,731.65	3,600.00	48.10%
Drug & Alcohol Services	260.42	2,919.20	8,000.00	36.49%
Other Services & User Fees	680.17	7,558.41	9,664.00	78.21%
Total Service and User Fees	25,428.01	204,583.75	399,665.00	51.19%
Materials and Supplies Consumed				
Fuel	28,717.26	198,557.91	335,000.00	59.27%
Tires	470.84	14,554.84	27,000.00	53.91%
Lubrication	879.06	10,119.52	13,050.00	77.54%
Tools	494.76	5,947.98	18,000.00	33.04%
Vehicle Maintenance & Repair Parts	12,486.84	87,897.55	81,500.00	107.85%
Non-Vehicle Maintenance & Repair Parts	1,302.12	8,945.26	9,740.00	91.84%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials		4,248.88	5,750.00	73.89%
Shop Supplies (Maintenance & Cleaning)	563.01	12,969.80	23,000.00	56.39%
Safety & Emergency Supplies	60.27	1,814.12	9,800.00	18.51%
Office Supplies	321.98	7,835.24	16,920.00	46.31%
Computer Programs & Supplies	1,482.68	4,178.39	18,000.00	23.21%
Printing (Photocopier, Schedules & Brochures)	1,083.06	4,259.84	49,500.00	8.61%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	47,861.88	361,596.69	610,610.00	59.22%

**Jefferson Transit Authority
Operating Expenses
For the Ten Months Ending Sunday, October 31, 2021**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,274.13	13,542.54	15,100.00	89.69%
Utilities (Electrical & Propane)	254.57	21,042.36	27,800.00	75.69%
Telephone & Internet	3,439.49	34,434.60	46,153.00	74.61%
Total Utilities	4,968.19	69,019.50	89,053.00	77.50%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	127,223.30	157,000.00	81.03%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	126,770.40	157,000.00	80.75%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,276.89	16,598.49	20,406.00	81.34%
Travel & Meetings	902.13	2,709.02	34,000.00	7.97%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		7,584.56	26,554.00	28.56%
EE CDL and EE Physical Expense	95.00	1,437.90	9,250.00	15.54%
COVID-19 Related Expense		16,760.73	123,420.00	13.58%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	2,274.02	45,501.30	220,030.00	20.68%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	5,301.00	4,500.00	117.80%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	1,240.67	16,103.66	16,216.00	99.31%
Total Leases and Rentals	1,758.67	21,404.66	23,216.00	92.20%
TOTAL OPERATING EXPENSES	<u>\$477,617.74</u>	<u>\$4,074,124.54</u>	<u>\$5,923,942.00</u>	<u>68.77%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
October 2021

Current Account Status	Balance per Bank @ 10/31/21	\$ 8,028,169.23	\$ -
Balance per GL @ 9/30/2021		\$ 8,079,883.15	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 508.81	
	Transfers Out (Purchases)	\$ (52,022.73)	
	Transfers Out /Bond Call		
Balance per GL @ 10/31/21		\$ 8,028,169.23	
Balance in Capital Account	Outstanding Checks	\$ 8,028,169.23	
2021 Capital Projects			
Facility	2021 Budgeted Balance	Grant Funding	JTA Funding
	Eng/Des 63 4 Corners EV Feasibility	\$ -	\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,767.50)
	September 2021		\$ (8,917.50)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	August 2021		\$ (23,934.87)
	September 2021		\$ (26,917.48)
	Eng/Des HPTC Bus Loop Conflg - KPFF Consulting Engineers	\$ 150,000.00	
	February 2021		\$ (1,853.58)
	March 2021		\$ (4,830.57)
	April 2021		\$ (4,390.00)
	May and June 2021		\$ (5,384.40)
	July 2021		\$ (994.31)
	August 2021		\$ (7,813.18)
	JTA Comprehensive Plan - Fehr & Peers	\$ 121,000.00	
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	May and June 2021		\$ (15,315.40)
	July 2021		\$ (12,575.00)
	August 2021		\$ (10,441.40)
	September 2021		\$ (7,384.20)
	JTA Funded Balance		\$ 255,430.19
Other Building and Structures		Grant Funding	JTA Funding
Facilities Mnlce Building/Training Area	2021 Beginning Budget	\$ -	\$ 800,000.00
Radio Project - Maynard Mln Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
	October 2021		\$ (8,803.55)
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 903,036.45
Revenue Vehicles			
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 85,440.00
1 Trolley Stylo FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	Harddrives - Bus Camera System		\$ (6,692.32)
	JTA Funded Balance		\$ 580,808.41
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment			
New Finance/Mnlce/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)
	September 2021 - Integrity Systems, LLC		\$ (6,600.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)
	JTA Funded Balance		\$ 92,705.03
JTA Capital Balance		\$ 8,028,169.23	
JTA Committed Project Funds Sub-Total		\$ (1,846,820.60)	
JTA Vehicle Reserve		\$ (125,000.00)	
JTA IT Reserve		\$ (78,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 5,981,248.63	



63 4 Corners Road, Port Townsend, WA 98368

October 13, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: September 2021 Financial Report

September Financial Report

The budget tracking percentage for September 2021 is 74.7%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (July 2021 - remitted in September 2021).

For the month July 2021 sales tax was 15% higher than received for July 2020. Comparing the amount to June 2019, it is 20% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for September (remitted in November 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 14.5% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 9% under budget.
- **Benefits** – Benefits are 11% under budget
- **Services and User Fees** – S/U Fees are 36.4% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 23.6% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Non-Vehicle Mntce & Repair Parts are over budget due to a timing issue.
- **Utilities** – 6.2% under budget (electricity not posted)
- **Casualty/Liability Costs** – C/L costs are 2.1% under budget
- **Taxes** – 65% under budget
- **Miscellaneous** – 55.1% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
 - Fines & Penalties – over budget; payroll reporting error

- **Leases and Rentals** – 4.6% over budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in September: Finance Software Upgrade



September 2021 Financial Summary

Budget Tracking Figure: 74.7%

Operational Expenses:	\$348,951.38
Operational Revenues:	\$0.00
Non-Operational Income:	\$774,830.99
Capital Expenses:	\$33,585.93
Capital Income:	\$0.00

Sales Tax Received 9/30/2021 for July 2021: \$584,038.04

Sales Tax Received 9/30/2020 for July 2020: \$508,467.71

**Sales tax increased from prior year 15% **

Cumulative Sales tax increase from prior year 26% (21% up from 2019)

Cash on Hand as of September 30, 2021*:

Operating:	\$4,069,562.28
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,898,943.33
Dedicated (Committed) Grant Match (100% Funded):	\$5,980,739.82
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$152,723.26
Travel Fund:	\$1,500.00

Total **\$14,368,865.69****

*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2021

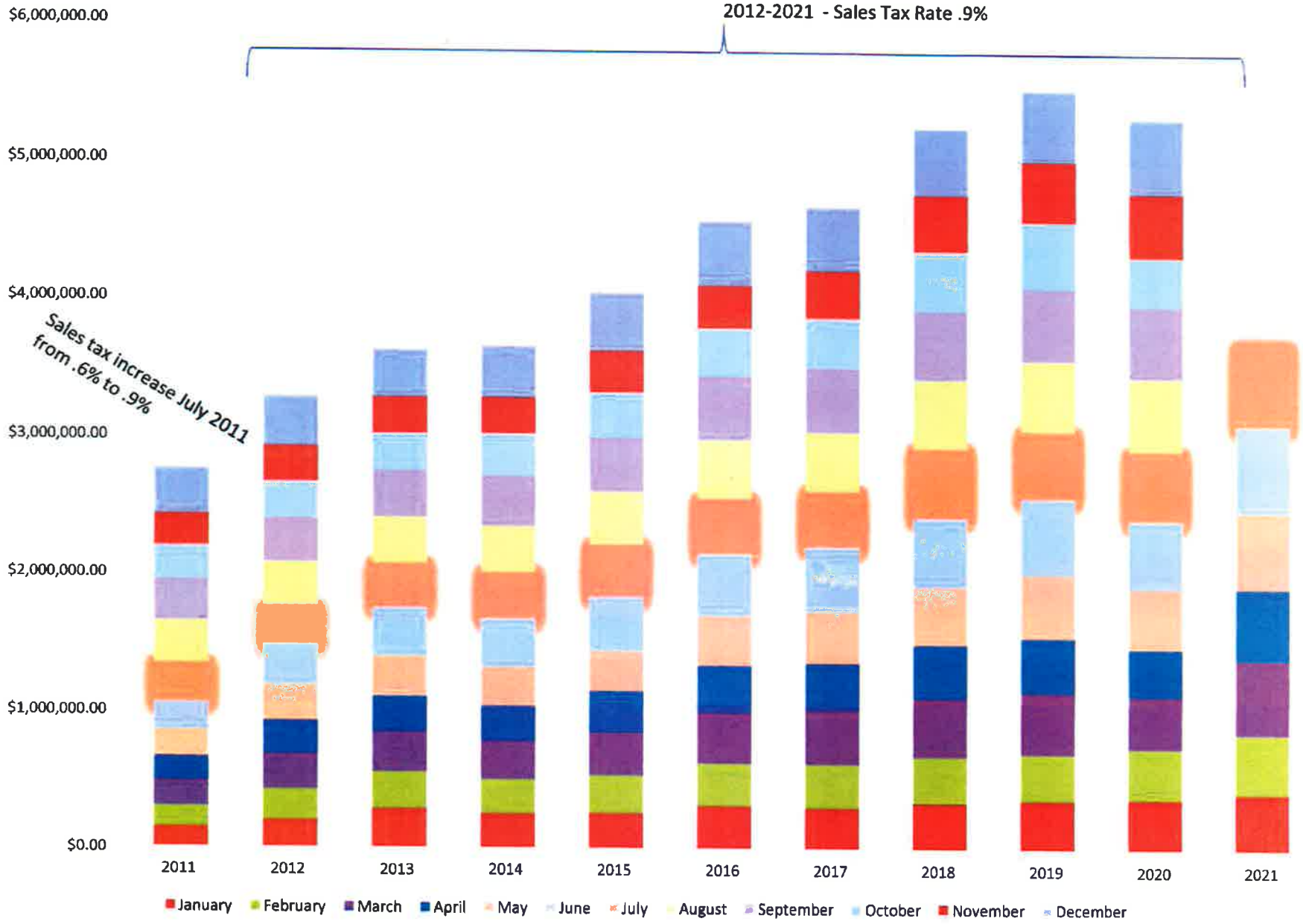
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99	2,994,000.00	36.98%
September	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$4,685,364.03	3,394,000.00	38.05%
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$4,685,364.03	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$520,596.00	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
July	0.90%	\$584,038.04	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	46.01%	\$3,683,553.12	2,620,000.00	40.59%
August	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$3,683,553.12	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$526,221.87	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

Jefferson Transit Authority - 2011-2021 Cumulative Sales Tax (Accrual Based)



NAICS Category - July 2021 (received September 2021)	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 388.74	\$ 136.04	\$ 252.70	286%	\$ 633.79	61%
Mining	\$ 659.19	\$ (103.11)	\$ 762.30	-639%	\$ 418.84	157%
Utilities	\$ 75.75	\$ 51.64	\$ 24.11	147%	\$ 588.30	13%
Construction	\$ 113,375.58	\$ 109,167.59	\$ 4,207.99	104%	\$ 97,542.64	116%
Manufacturing	\$ 16,966.50	\$ 12,035.19	\$ 4,931.31	141%	\$ 14,942.72	114%
Wholesale Trade	\$ 30,703.77	\$ 29,144.70	\$ 1,559.07	105%	\$ 26,583.88	115%
Retail Trade	\$ 223,622.57	\$ 213,776.57	\$ 9,846.00	105%	\$ 175,416.77	127%
Transportation and Warehousing	\$ 4,879.59	\$ 1,251.42	\$ 3,628.17	390%	\$ 4,221.66	116%
Information	\$ 13,969.48	\$ 15,617.83	\$ (1,648.35)	89%	\$ 16,693.73	84%
Finance and Insurance	\$ 3,067.21	\$ 2,868.57	\$ 198.64	107%	\$ 3,139.18	98%
Real Estate Rental and Leasing	\$ 6,548.04	\$ 7,080.69	\$ (532.65)	92%	\$ 7,144.42	92%
Professional, Scientific, and Technical Services	\$ 8,556.95	\$ 6,160.24	\$ 2,396.71	139%	\$ 8,017.86	107%
Management of Companies and Enterprises	\$ 206.27	\$ 1.01	\$ 205.26	20423%	\$ 1.09	18924%
Administrative and Support and Waste Management and Remediation Services	\$ 29,686.74	\$ 28,385.47	\$ 1,301.27	105%	\$ 20,269.29	146%
Educational Services	\$ 1,825.08	\$ 399.36	\$ 1,425.72	457%	\$ 284.94	641%
Health Care and Social Assistance	\$ 3,131.45	\$ 2,253.07	\$ 878.38	139%	\$ 3,319.84	94%
Arts, Entertainment, and Recreation	\$ 6,933.85	\$ 5,695.56	\$ 1,238.29	122%	\$ 7,882.92	88%
Accommodation and Food Services	\$ 79,912.95	\$ 48,237.20	\$ 31,675.75	166%	\$ 69,394.68	115%
Other Services (except Public Administration)	\$ 15,358.20	\$ 13,065.29	\$ 2,292.91	118%	\$ 10,513.31	146%
Public Administration	\$ 4,743.31	\$ 675.96	\$ 4,067.35	702%	\$ 8,892.92	53%
Not Classified	\$ 25,053.13	\$ 17,228.32	\$ 7,824.81	145%	\$ 14,583.06	172%
Total	\$ 589,664.35	\$ 513,128.61	\$ 76,535.74	115%	\$ 490,485.84	120%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Nine Months Ending Thursday, September 30, 2021

STATEMENT OF CASH FLOWS	<u>September</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,724,250.57	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$975,178.83)	(\$3,195,386.29)
Non-Capital Financing Activities	\$587,788.04	\$5,858,563.95
Investing Activities	\$831.28	\$8,721.34
Total Operating Cash Provided/(Used)	<u>(386,559.51)</u>	<u>2,671,899.00</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$11,644.55)	(\$276,074.34)
Net Increase/(Decrease) Cash and Equivalent	<u>(\$398,204.06)</u>	<u>\$2,395,824.66</u>
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$14,326,046.51</u>	<u>\$14,326,046.51</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Nine Months Ending Thursday, September 30, 2021

STATEMENT OF INCOME/(LOSS)	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	175,471.90	1,696,947.09	2,581,957.00	65.72%
Benefits	111,577.67	1,165,442.69	1,837,819.00	63.41%
Services and User Fees	9,573.30	153,122.44	399,665.00	38.31%
Materials & Supplies	33,104.44	311,933.00	610,610.00	51.09%
Utilities	3,948.17	60,996.19	89,053.00	68.49%
Casualty/Liability Costs	12,722.33	114,048.07	157,000.00	72.64%
Taxes		450.62	4,592.00	9.81%
Miscellaneous Expenses	2,035.57	43,227.28	220,030.00	19.65%
Leases and Rentals	518.00	18,405.32	23,216.00	79.28%
Total Operating Expenses	348,951.38	3,564,572.70	5,923,942.00	60.17%
Operating Income (Loss)	(348,951.38)	(3,564,572.70)	(5,893,462.00)	60.48%
Non-Operating Revenues				
Non-Transportation Revenue	4,590.28	1,678.90	25,200.00	6.66%
Taxes Levied by Transit	659,038.04	4,816,364.03	4,720,000.00	102.04%
Local Grants & Contributions	1,250.00	11,250.00	18,000.00	62.50%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	794,111.01	1,283,160.00	61.89%
Total Non-Operating Revenues	774,830.99	6,197,745.94	6,296,824.00	98.43%
Net Income (Loss) Before Transfers In/(Out)	425,879.61	2,633,173.24	403,362.00	652.81%
Net Income/(Loss)	<u>\$425,879.61</u>	<u>\$2,633,173.24</u>	<u>\$403,362.00</u>	<u>652.81%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Nine Months Ending Thursday, September 30, 2021

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	831.28	8,721.34	24,000.00	36.34%
Gain (Loss) on Disposition of Capital Items	3,759.00	(10,470.99)	1,200.00	(872.58%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues		3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	659,038.04	4,816,364.03	4,720,000.00	102.04%
Local Grants and Contributions				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	794,111.01	1,283,160.00	61.89%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	774,830.99	6,197,745.94	6,296,824.00	98.43%
TOTAL REVENUES	\$774,830.99	\$6,197,745.94	\$6,327,304.00	97.95%

Jefferson Transit Authority
Operating Expenses
For the Nine Months Ending Thursday, September 30, 2021

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$62,804.66	\$605,540.58	\$924,387.00	65.51%
Operators Overtime - Fixed Route	5,588.95	38,157.79	68,565.00	55.65%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,507.25	84,758.06	138,512.00	61.19%
Operators Overtime - Dial-a-Ride (DAR)	418.60	2,183.24	8,425.00	25.91%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	44,605.40	440,643.73	689,366.00	63.92%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,966.86	21,574.86	33,050.00	65.28%
Administration Salaries	51,580.18	504,088.83	719,652.00	70.05%
Total Labor	175,471.90	1,696,947.09	2,581,957.00	65.72%
Benefits				
FICA	15,192.76	146,824.73	230,180.00	63.79%
Pension Plans (PERS)	21,014.15	238,861.56	359,572.00	66.43%
Medical Plans	44,086.02	392,393.89	570,120.00	68.83%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,961.65	46,794.09	81,823.00	57.19%
Holiday	6,429.22	85,908.15	124,022.00	69.27%
General Leave	17,222.62	219,046.93	325,843.00	67.22%
Other Paid Absence (Court Duty & Bereavement)	28.94	1,827.23	15,750.00	11.60%
Uniforms, Work Clothing & Tools Allowance	392.55	7,848.48	24,680.00	31.80%
Other Benefits (HRA, EAP & Wellness)	606.96	13,457.02	38,700.00	34.77%
Paid FML	300.87	2,869.39	4,129.00	69.49%
COVID-19 JTA/Federal Leave	2,341.93	9,606.97	53,000.00	18.13%
Total Benefits	111,577.67	1,165,442.69	1,837,819.00	63.41%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,412.50	22,935.65	26,250.00	87.37%
Professional & Technical Services	2,770.32	54,038.58	140,500.00	38.46%
Contract Maintenance Services (IT Services)	703.87	8,634.87	14,005.00	61.66%
Custodial Services	910.00	8,155.00	18,720.00	43.56%
Security Services	155.47	1,168.12	5,600.00	20.86%
Vehicle Technical Services	376.42	15,564.48	47,000.00	33.12%
Property Maintenance Services	1,348.03	14,404.99	41,901.00	34.38%
Software Maintenance Fees	1,229.07	17,168.58	81,425.00	21.09%
Postage & Mail Meter Fees	27.24	1,720.15	3,600.00	47.78%
Drug & Alcohol Services	205.42	2,453.78	8,000.00	30.67%
Other Services & User Fees	434.96	6,878.24	9,664.00	71.17%
Total Service and User Fees	9,573.30	153,122.44	399,665.00	38.31%
Materials and Supplies Consumed				
Fuel	19,874.20	169,840.56	335,000.00	50.70%
Tires		14,084.00	27,000.00	52.16%
Lubrication	546.55	9,240.46	13,050.00	70.81%
Tools	558.74	5,453.22	18,000.00	30.30%
Vehicle Maintenance & Repair Parts	6,489.33	73,815.11	81,500.00	90.57%
Non-Vehicle Maintenance & Repair Parts	2,504.10	7,643.14	9,740.00	78.47%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials	131.67	4,248.88	5,750.00	73.89%
Shop Supplies (Maintenance & Cleaning)	1,945.09	12,406.79	23,000.00	53.94%
Safety & Emergency Supplies	137.48	1,753.85	9,800.00	17.90%
Office Supplies	917.28	7,461.30	16,920.00	44.10%
Computer Programs & Supplies		2,695.71	18,000.00	14.98%
Printing (Photocopier, Schedules & Brochures)		3,022.62	49,500.00	6.11%
Other Materials & Supplies		189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	33,104.44	311,933.00	610,610.00	51.09%

Jefferson Transit Authority
Operating Expenses
For the Nine Months Ending Thursday, September 30, 2021

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	569.81	11,239.36	15,100.00	74.43%
Utilities (Electrical & Propane)		18,829.04	27,800.00	67.73%
Telephone & Internet	3,378.36	30,927.79	46,153.00	67.01%
Total Utilities	3,948.17	60,996.19	89,053.00	68.49%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	114,500.97	157,000.00	72.93%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	114,048.07	157,000.00	72.64%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,225.06	15,321.60	20,406.00	75.08%
Travel & Meetings	(60.09)	1,806.89	34,000.00	5.31%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Roadeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	815.00	7,584.56	26,554.00	28.56%
EE CDL and EE Physical Expense		1,342.90	9,250.00	14.52%
COVID-19 Related Expense	55.60	16,760.73	123,420.00	13.58%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	2,035.57	43,227.28	220,030.00	19.65%
Leases and Rentals				
Transit Way & Passenger Stations	518.00	4,783.00	4,500.00	106.29%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		13,622.32	16,216.00	84.01%
Total Leases and Rentals	518.00	18,405.32	23,216.00	79.28%
TOTAL OPERATING EXPENSES	<u>\$348,951.38</u>	<u>\$3,564,572.70</u>	<u>\$5,923,942.00</u>	<u>60.17%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
September 2021

Current Account Status		Balance per Bank @ 9/30/21	\$ 8,079,683.15	\$
Balance per GL @ 8/31/2021			\$ 8,112,811.03	
	Transfers - In		\$ -	
	Reimbursement		\$ -	
	Investment Interest		\$ 458.05	
	Transfers Out (Purchases)		\$ (33,585.93)	
	Transfers Out /Bond Call		\$ -	
Balance per GL @ 9/30/21			\$ 8,079,683.15	
Balance in Capital Account		Outstanding Checks	\$ 8,079,683.15	
2021 Capital Projects				
Facility		Grant Funding	JTA Funding	
	2021 Budgeted Balance	\$ -	\$ -	
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00	
	February 2021		\$ (2,572.50)	
	June 2021		\$ (730.00)	
	July 2021		\$ (13,767.50)	
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00	
	August 2021		\$ (23,934.87)	
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00	
	February 2021		\$ (1,853.58)	
	March 2021		\$ (4,820.57)	
	April 2021		\$ (4,390.09)	
	May and June 2021		\$ (5,384.40)	
	July 2021		\$ (894.31)	
	August 2021		\$ (7,813.18)	
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00	
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)	
	February 2021		\$ (8,845.33)	
	March 2021		\$ (7,124.00)	
	April 2021		\$ (8,520.80)	
	May and June 2021		\$ (15,315.40)	
	July 2021		\$ (12,575.00)	
	August 2021		\$ (10,441.40)	
	JTA Funded Balance		\$ 298,649.37	
Other Building and Structures		Grant Funding	JTA Funding	
Facilities Mntce Building/Training Area	2021 Beginning Budget	\$ -	\$ 800,000.00	
Radio Project - Maynard Min Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00	
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00	
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00	
	JTA Funded Balance		\$ 911,840.00	
Revenue Vehicles		Grant Funding	JTA Funding	
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00	
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00	
	Trolley Inspection		\$ (625.00)	
1 JTOC 29' Culaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00	
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00	
	New Engine in 01		\$ (7,314.27)	
	Harddrives - Bus Camera System		\$ (6,692.32)	
	JTA Funded Balance		\$ 580,808.41	
Service Vehicle	2021 Beginning Budget		\$ 45,000.00	
Field Supervisor - SUV	July 2021		\$ (34,374.72)	
	JTA Funded Balance		\$ 10,625.28	
Service Equipment	2021 Beginning Budget		\$ 30,000.00	
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)	
	JTA Funded Balance		\$ 4,315.24	
Office Furniture & Equipment				
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00	
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)	
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)	
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)	
	July 2021 - Integrity Systems, LLC		\$ (13,200.00)	
	September 2021 - Integrity Systems, LLC		\$ (6,600.00)	
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00	
	Jan 2021 - Regroup Software		\$ (7,500.00)	
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)	
	JTA Funded Balance		\$ 92,705.03	
JTA Capital Balance			\$ 8,079,683.15	
JTA Committed Project Funds Sub-Total			\$ (1,898,843.33)	
JTA Vehicle Reserve			\$ (125,000.00)	
JTA IT Reserve			\$ (75,000.00)	
CAPITAL REERVE BALANCE IF ALL PURCHASED TODAY			\$ 6,980,739.82	



63 4 Corners Road, Port Townsend, WA 98368

September 22, 2021

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: August 2021 Financial Report

August Financial Report

The budget tracking percentage for August 2021 is 66.64%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (June 2021 - remitted in August 2021).

For the month June 2021 sales tax was 29% higher than received for June 2020. Comparing the amount to June 2019, it is 14% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for August (remitted in October 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 12.1% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 7.1% under budget.
- **Benefits** – Benefits are 9.3% under budget
 - Holiday is now on budget.
- **Services and User Fees** – S/U Fees are 31.4% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
- **Materials and Supplies Consumed** – M/S Consumed is 21% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting).
 - Park and Ride Materials are over budget due to a timing issue.
- **Utilities** – 2.3% under budget (electricity not posted)
 - Water and Electricity are over budget but not significantly– will monitor.
- **Casualty/Liability Costs** – C/L costs are 1.9% under budget
- **Taxes** – 56.8% under budget
- **Miscellaneous** – 47.9% under budget

- Dues and Subscriptions/Other Miscellaneous Fees - timing issue
- Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals – 10.4% over budget**
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in August: Comprehensive Plan, HPTC Bus Loop, 3rd Maintenance Bay
-



August 2021 Financial Summary

Budget Tracking Figure: 66.64%

Operational Expenses:	\$379,930.13
Operational Revenues:	\$0.00
Non-Operational Income:	\$741,900.60
Capital Expenses:	\$76,282.56
Capital Income:	\$0.00

Sales Tax Received 8/31/2021 for June 2021: \$629,886.56

(Highest Sales Tax ever received)

Sales Tax Received 8/31/2020 for June 2020: \$487,387.91

****Sales tax increased from prior year 29% ****

****Cumulative Sales tax increase from prior year 29%** (14% up from 2019)**

Cash on Hand as of August 31, 2021*:

Operating:	\$3,940,017.30
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,916,443.33
Dedicated (Committed) Grant Match (100% Funded):	\$5,996,367.70
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$128,505.17
Travel Fund:	\$1,500.00
Total	\$14,248,230.50**

*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2021

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$4,101,325.99	2,994,000.00	36.98%
September	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$4,101,325.99	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$512,665.75	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Actual Sales Tax Received	2021 Cumulative Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$629,886.56	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	46.49%	\$3,099,515.08	2,220,000.00	39.62%
July	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$3,099,515.08	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$516,585.85	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

NAICS Category - June 2021	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 761.38	\$ 724.67	\$ 36.71	105%	\$ 741.62	103%
Mining	\$ 1,023.96	\$ 1,124.06	\$ (100.10)	91%	\$ 579.18	177%
Utilities	\$ 258.64	\$ 223.04	\$ 35.60	116%	\$ 142.34	182%
Construction	\$ 151,049.83	\$ 104,991.46	\$ 46,058.37	144%	\$ 139,962.68	108%
Manufacturing	\$ 20,809.68	\$ 16,008.73	\$ 4,800.95	130%	\$ 20,793.87	100%
Wholesale Trade	\$ 29,015.09	\$ 26,811.49	\$ 2,203.60	108%	\$ 26,512.42	109%
Retail Trade	\$ 225,167.70	\$ 180,147.26	\$ 45,020.44	125%	\$ 168,049.50	134%
Transportation and Warehousing	\$ 5,342.62	\$ 1,827.30	\$ 3,515.32	292%	\$ 3,058.98	175%
Information	\$ 19,273.48	\$ 15,781.39	\$ 3,492.09	122%	\$ 17,672.58	109%
Finance and Insurance	\$ 3,536.46	\$ 3,020.70	\$ 515.76	117%	\$ 2,148.18	165%
Real Estate Rental and Leasing	\$ 9,793.05	\$ 12,155.68	\$ (2,362.63)	81%	\$ 10,654.56	92%
Professional, Scientific, and Technical Services	\$ 11,466.10	\$ 9,876.50	\$ 1,589.60	116%	\$ 11,668.66	98%
Management of Companies and Enterprises	\$ 1,805.08	\$ 0.00	\$ 1,805.08		\$ 1.56	
Administrative and Support and Waste Management and Remediation Services	\$ 36,914.04	\$ 31,349.89	\$ 5,564.15	118%	\$ 26,659.83	138%
Educational Services	\$ 1,439.94	\$ 329.05	\$ 1,110.89	438%	\$ 770.35	187%
Health Care and Social Assistance	\$ 3,277.40	\$ 2,194.26	\$ 1,083.14	149%	\$ 1,982.60	165%
Arts, Entertainment, and Recreation	\$ 6,429.30	\$ 2,834.90	\$ 3,594.40	227%	\$ 6,287.21	102%
Accommodation and Food Services	\$ 69,231.61	\$ 38,756.48	\$ 30,475.13	179%	\$ 69,090.61	100%
Other Services (except Public Administration)	\$ 17,517.74	\$ 14,056.49	\$ 3,461.25	125%	\$ 18,013.99	97%
Public Administration	\$ 3,857.94	\$ 3,066.61	\$ 791.33	126%	\$ 7,790.19	50%
Not Classified	\$ 18,145.27	\$ 26,407.91	\$ (8,262.64)	69%	\$ 23,065.46	79%
Total	\$ 636,116.31	\$ 491,687.87	\$ 144,428.44	129%	\$ 555,646.37	114%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Eight Months Ending Tuesday, August 31, 2021

STATEMENT OF CASH FLOWS	<u>August</u>	<u>Year to Date</u>
Cash Balances - Beginning of Period	\$14,430,064.44	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$286,600.30)	(\$2,220,207.46)
Non-Capital Financing Activities	\$629,886.56	\$5,270,775.91
Investing Activities	\$811.37	\$7,890.06
Total Operating Cash Provided/(Used)	<u>344,097.63</u>	<u>3,058,458.51</u>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$48,603.50)	(\$263,121.79)
Net Increase/(Decrease) Cash and Equivalent	<u>\$295,494.13</u>	<u>\$2,795,336.72</u>
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$14,725,558.57</u>	<u>\$14,725,558.57</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eight Months Ending Tuesday, August 31, 2021

STATEMENT OF INCOME/(LOSS)	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	185,149.24	1,521,475.19	2,581,957.00	58.93%
Benefits	117,237.79	1,053,663.37	1,837,819.00	57.33%
Services and User Fees	17,412.38	140,841.54	399,665.00	35.24%
Materials & Supplies	33,779.15	278,883.49	610,610.00	45.67%
Utilities	7,085.06	57,289.34	89,053.00	64.33%
Casualty/Liability Costs	12,722.33	101,325.74	157,000.00	64.54%
Taxes	64.00	450.62	4,592.00	9.81%
Miscellaneous Expenses	3,474.60	41,191.71	220,030.00	18.72%
Leases and Rentals	3,005.58	17,887.32	23,216.00	77.05%
Total Operating Expenses	379,930.13	3,213,008.32	5,923,942.00	54.24%
Operating Income (Loss)	(379,930.13)	(3,213,008.32)	(5,893,462.00)	54.52%
Non-Operating Revenues				
Non-Transportation Revenue	811.37	(2,911.38)	25,200.00	(11.55%)
Taxes Levied by Transit	629,886.56	4,157,325.99	4,720,000.00	88.08%
Local Grants & Contributions	1,250.00	10,000.00	18,000.00	55.56%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	684,158.34	1,283,160.00	53.32%
Total Non-Operating Revenues	741,900.60	5,422,914.95	6,296,824.00	86.12%
Net Income (Loss) Before Transfers In/(Out)	361,970.47	2,209,906.63	403,362.00	547.87%
Net Income/(Loss)	<u>\$361,970.47</u>	<u>\$2,209,906.63</u>	<u>\$403,362.00</u>	<u>547.87%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Eight Months Ending Tuesday, August 31, 2021

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	811.37	7,890.06	24,000.00	32.88%
Gain (Loss) on Disposition of Capital Items		(14,229.99)	1,200.00	(1,185.83%)
Public Donations		1.85		100.00%
Other Nontransportation Revenues		3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	629,886.56	4,157,325.99	4,720,000.00	88.08%
Local Grants and Contributions				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	684,158.34	1,283,160.00	53.32%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	741,900.60	5,422,914.95	6,296,824.00	86.12%
TOTAL REVENUES	\$741,900.60	\$5,422,914.95	\$6,327,304.00	85.71%

Jefferson Transit Authority
Operating Expenses
For the Eight Months Ending Tuesday, August 31, 2021

	August	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$64,354.32	\$542,735.92	\$924,387.00	58.71%
Operators Overtime - Fixed Route	6,790.34	32,568.84	68,565.00	47.50%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,349.13	76,250.81	138,512.00	55.05%
Operators Overtime - Dial-a-Ride (DAR)	538.12	1,764.64	8,425.00	20.95%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	45,371.57	396,038.33	689,366.00	57.45%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,821.69	19,608.00	33,050.00	59.33%
Administration Salaries	56,924.07	452,508.65	719,652.00	62.88%
Total Labor	185,149.24	1,521,475.19	2,581,957.00	58.93%
Benefits				
FICA	16,762.09	131,631.97	230,180.00	57.19%
Pension Plans (PERS)	21,313.41	217,847.41	359,572.00	60.59%
Medical Plans	43,873.54	348,307.87	570,120.00	61.09%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,630.94	42,832.44	81,823.00	52.35%
Holiday	1,014.92	79,478.93	124,022.00	64.08%
General Leave	26,921.03	201,824.31	325,843.00	61.94%
Other Paid Absence (Court Duty & Bereavement)	584.72	1,798.29	15,750.00	11.42%
Uniforms, Work Clothing & Tools Allowance	342.89	7,455.93	24,680.00	30.21%
Other Benefits (HRA, EAP & Wellness)	489.24	12,648.41	38,700.00	32.68%
Paid FML	305.01	2,568.52	4,129.00	62.21%
COVID-19 JTA/Federal Leave		7,265.04	53,000.00	13.71%
Total Benefits	117,237.79	1,053,863.37	1,837,819.00	57.33%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,280.25	21,523.15	26,250.00	81.99%
Professional & Technical Services	6,522.69	48,560.66	140,500.00	34.56%
Contract Maintenance Services (IT Services)	697.97	7,931.00	14,005.00	56.63%
Custodial Services	910.00	7,245.00	18,720.00	38.70%
Security Services	234.00	1,012.65	5,600.00	18.08%
Vehicle Technical Services	3,184.69	15,188.06	47,000.00	32.32%
Property Maintenance Services	1,044.16	13,056.96	41,901.00	31.16%
Software Maintenance Fees	1,229.07	15,939.51	81,425.00	19.58%
Postage & Mail Meter Fees	246.13	1,692.91	3,600.00	47.03%
Drug & Alcohol Services	315.42	2,248.36	8,000.00	28.10%
Other Services & User Fees	748.00	6,443.28	9,664.00	66.67%
Total Service and User Fees	17,412.38	140,841.54	399,665.00	35.24%
Materials and Supplies Consumed				
Fuel	21,234.22	149,966.36	335,000.00	44.77%
Tires	413.65	14,084.00	27,000.00	52.16%
Lubrication	408.36	8,693.91	13,050.00	66.62%
Tools	85.69	4,894.48	18,000.00	27.19%
Vehicle Maintenance & Repair Parts	7,797.84	67,380.71	81,500.00	82.68%
Non-Vehicle Maintenance & Repair Parts	362.47	5,139.04	9,740.00	52.76%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials	820.68	4,117.21	5,750.00	71.60%
Shop Supplies (Maintenance & Cleaning)	497.16	10,461.70	23,000.00	45.49%
Safety & Emergency Supplies	625.89	1,616.37	9,800.00	16.49%
Office Supplies	391.78	6,544.02	16,920.00	38.68%
Computer Programs & Supplies	481.79	2,695.71	18,000.00	14.98%
Printing (Photocopier, Schedules & Brochures)	470.28	3,022.62	49,500.00	6.11%
Other Materials & Supplies	189.34	189.34	2,000.00	9.47%
Total Materials and Supplies Consumed	33,779.15	278,883.49	610,610.00	45.67%

**Jefferson Transit Authority
Operating Expenses
For the Eight Months Ending Tuesday, August 31, 2021**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Utilities				
Water, Sewer & Solid Garbage	1,420.12	10,669.55	15,100.00	70.66%
Utilities (Electrical & Propane)	1,976.84	18,829.04	27,800.00	67.73%
Telephone & Internet	3,688.10	27,790.75	46,153.00	60.21%
Total Utilities	7,085.06	57,289.34	89,053.00	64.33%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	101,778.64	157,000.00	64.83%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	101,325.74	157,000.00	64.54%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees	64.00	177.00	750.00	23.60%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes	64.00	450.62	4,592.00	9.81%
Miscellaneous				
Dues & Subscriptions	1,658.18	14,096.54	20,406.00	69.08%
Travel & Meetings	597.36	1,866.98	34,000.00	5.49%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	24.95	6,769.56	26,554.00	25.49%
EE CDL and EE Physical Expense	335.40	1,342.90	9,250.00	14.52%
COVID-19 Related Expense	858.71	16,705.13	123,420.00	13.54%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	3,474.60	41,191.71	220,030.00	18.72%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	4,265.00	4,500.00	94.78%
Service Vehicles & Equipment			2,500.00	0.00%
Other-General-Administration-Facilities	2,505.58	13,622.32	16,216.00	84.01%
Total Leases and Rentals	3,005.58	17,887.32	23,216.00	77.05%
TOTAL OPERATING EXPENSES	<u>\$379,930.13</u>	<u>\$3,213,008.32</u>	<u>\$5,923,942.00</u>	<u>54.24%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
August 2021

Current Account Status	Balance per Bank @ 8/31/21	\$ 8,112,811.03	\$ -
Balance per GL @ 7/31/2021		\$ 8,187,886.57	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 1,397.02	
	Transfers Out (Purchases)	\$ (76,282.66)	
	Transfers Out /Bond Call	\$ -	
Balance per GL @ 8/31/21		\$ 8,112,811.03	
Balance in Capital Account	Outstanding Checks	\$ -	
		\$ 8,112,811.03	

2021 Capital Projects

Facility	2021 Budgeted Balance	Grant Funding	JTA Funding
	Eng/Des 83 4 Corners EV Feasibility	\$ -	\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,787.50)
	Eng/Des 83 4 Addl Maintenance Bay		\$ 150,000.00
	August 2021		\$ (23,934.87)
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	February 2021		\$ (1,853.58)
	March 2021		\$ (4,830.57)
	April 2021		\$ (4,390.09)
	May and June 2021		\$ (5,384.40)
	July 2021		\$ (994.31)
	August 2021		\$ (7,813.18)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	May and June 2021		\$ (15,315.40)
	July 2021		\$ (12,575.00)
	August 2021		\$ (10,441.40)
	JTA Funded Balance		\$ 298,649.37

Other Building and Structures

Facilities Mtce Building/Training Area	2021 Beginning Budget	Grant Funding	JTA Funding
		\$ -	\$ 800,000.00
Radio Project - Maynard Mtn Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00

Revenue Vehicles

1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine In 01		\$ (7,314.27)
	Harddrives - Bus Camera System		\$ (6,692.32)
	JTA Funded Balance		\$ 580,808.41

Service Vehicle

Field Supervisor - SUV	2021 Beginning Budget		\$ 45,000.00
	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28

Service Equipment

Tractor	2021 Beginning Budget		\$ 30,000.00
	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24

Office Furniture & Equipment

New Finance/Mtce/Ops Software	2021 Beginning Budget		\$ 176,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
	July 2020 - Integrity Systems, LLC		\$ (13,200.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 110,206.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance		\$ 8,112,811.03	
JTA Committed Project Fund# Sub-Total		\$ (1,816,443.33)	
JTA Vehicle Reserve		\$ (126,000.00)	
JTA IT Reserve		\$ (76,000.00)	
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$ 5,996,367.70	

Jefferson Transit Authority Board

Remote Regular Meeting Minutes

Tuesday, August 17, 2021, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Kate Dean at 1:30 p.m. Other members present were Vice Chair Ariel Speser, David Faber, and Heidi Eisenhour with Greg Brotherton excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Manager Miranda Nash, Fleet & Facilities Manager John Bender, Grants and Procurement Coordinator Jayme Brooke, and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

Brenda McMillian requested a shelter at the north end of the County library.

- JTA will follow up on this request.

Margaret Lee will save her comment for the next meeting to allow for more time.

LONG RANGE PLAN UPDATE

Daniel Dye of Fehr & Peers explained the tentative timeline for adoption of the Long Range Plan (LRP).

Discussion ensued on the timeline, LRP public comment, and LRP stakeholders.

The LRP Timeline will be posted on the [JTA Website](#).

ELECTRIC VEHICLE PRESENTATION

Attachment A

Paul Sharman of Transpo Group and Michael Broe of STV presented in the following:

1. Review of Previous Information (October 2020)
 - “Existing Conditions”
 - Summary of Existing Electric Bus Technologies
 - Route Analysis
2. New Information
 - Electric Requirements Analysis
 - Total Cost of Ownership

- Greenhouse Gas Estimates
- Summary

Discussion ensued on electric and fuel cell bus technology, electric bus battery capacity, expected electric and diesel bus lifecycle, bus routes, and federal funding. JTA will continue to apply for grants, such as the Low or No Emission Program.

A suggestion was made to look at hydrogen fuel cell buses.

An Electric Vehicle Workshop will be scheduled for January, 2022.

Ariel Speser joined the meeting at 2:00 pm.

NEW AGENDA ITEMS

Resolution 20-13: PDT0234 CRSSA Act Operating Grant Agreement was added as 4D on the Agenda.

FINANCE REPORTS

Attachments B & C

Sara Crouch explained that the reports from Jefferson County were not yet available. The corrected reports are attached.

Ms. Crouch reported on the following items for July 2021:

- Sales Tax Analysis
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, June 15, 2021
- b. Approval of Public Hearing Minutes, July 27, 2021
- c. Approval of Expenses, June, 2021
- d. Approval of Expenses, July 2021
- e. Disposition of Surplus Property Under \$5,000
- f. Disposition of Surplus Property Over \$5,000

Motion: David Faber moved to approve the Consent Agenda. Ariel Speser seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

UNFINISHED BUSINESS

a. Resolution 21-09: Transit Development Plan/Transportation Improvement Plan, 2021-2026

Motion: Heidi Eisenhour moved to approve Resolution 21-09, to adopt the Transit Development Plan/Transportation Improvement Plan, 2021-2026. Ariel Speser seconded.

DRAFT

Vote: The motion carried unanimously, 4-0 by voice vote.

NEW BUSINESS

a. Resolution 21-10: State Transportation Improvement Plan, 2021-2026

Sara Crouch introduced resolution 21-10 and asked for any questions or comments.

Motion: David Faber moved to approve Resolution 21-10, to adopt the State Transportation Improvement Plan, 2021-2026. Ariel Speser seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

b. Resolution 21-11: PTD0261 East Jefferson Operating Grant Agreement.

Sara Crouch introduced Resolution 21-11 and explained that this Operating Grant is for the next two years and Resolution 21-14 CRRSA Fund will supplant some of that funding

Motion: Ariel Speser moved to approve Resolution 21-11: PTD0261 East Jefferson Operating Grant Agreement. David Faber seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

c. Resolution 21-12: PTD0262 JTOC Operating Grant Agreement.

Motion: Heidi Eisenhour moved to approve Resolution 21-12: PTD0262 JTOC Operating Grant Agreement. David Faber seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

d. Resolution 20-13: PDT0234 CRSSA Act Operating Grant Agreement

Sara Crouch explained that his funding will be used for Operations because JTA had one layoff during the pandemic.

It was noted that this is a good time to be thinking about investments and change.

Motion: David Faber moved to approve Resolution 21-13, to adopt PDT0234 CRSSA Act Operating Grant Agreement. Ariel Speser seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

REPORTS

GENERAL MANAGER

Attachment D

Tammi Rubert reported the following items:

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- JTA COVID Response
- 2021 Capital Projects
- Washington State Association of Transit (WSTA) Board and Committee Meeting Updates

Discussion ensued on vaccines incentives.

FLEET & FACILITIES Attachment E

John Bender reported on the following items:

- Fleet
- Facilities
- Staff/Miscellaneous

Discussion ensued on the number 11 trolley and grant funding.

FIXED ROUTE OPERATIONS REPORT Attachment F

Nicole Gauthier reported on the following items:

- Operations
- Safety and Training
- Service Updates
- Ridership

MOBILITY OPERATIONS REPORT Attachment G

Miranda Nash reported on the following items:

- Service Planning
- Ridership
- Vanpool
- Community Outreach and Events

Discussion ensued on the Kingston Express Route.

TAG UPDATE
Attachment H

Debbie Jahnke kept the report short for time and only asked that TAG and TLAB be utilized when surveys are conducted.

PUBLIC COMMENT

Darrell Conder asked attendees to introduce themselves when speaking and commented on the bus shelter public comment.

- Future meetings will be in webinar format so the public can see who is speaking.

Executive Session for discussion regarding possible litigation per RCW 42.30.110 1(g) at 3:30 pm and will return in 20 minutes with no action anticipated at 3:50 pm.

Returned from Executive Session at 3:50 pm with no action.

ADJOURNMENT

The meeting was adjourned at 3:51 pm. The next regular meeting will be held Tuesday, October 19, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date

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08/17/2021 JTA BOARD PRESENTATION



PRESENTATION OUTLINE

1. Review Previous Information (October 2020)
 - A. "Existing Conditions"
 - B. Summary of Existing Electric Bus Technologies
 - C. Route Analysis
2. New Information
 - A. Electric Requirements Analysis
 - B. Total Cost of Ownership
 - C. Greenhouse Gas Estimates
 - D. Summary

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'EXISTING' CONDITIONS

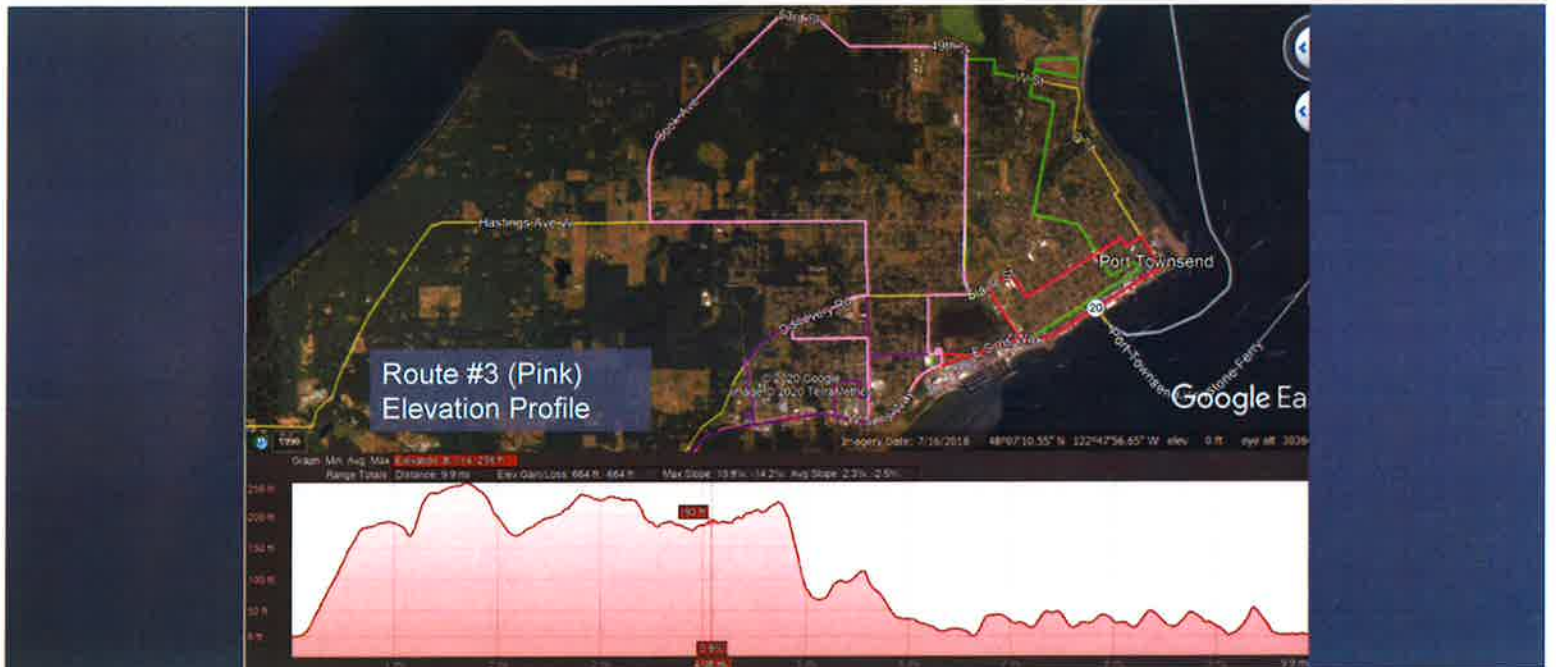
INVENTORY EXISTING SYSTEMS

- Understand Existing Routes, distances traveled, layover times, elevation gains, etc.
- Relied upon schedules provided by JTA (pre COVID) and Google Earth.

Route	Area Served	Approximate Mileage (One Way)	Elevation Gain/Loss (Feet)
#1	Port Townsend – Port Hadlock/Irondale – Brinnon	46.9 miles	+3,114 / -3,125
#2	Fort Worden - Port Townsend	7.1 miles	+545 / -545
#3	Castle Hill – Port Townsend	9.9 miles	+664 / -664
#4	Upper Sims Loop – Port Townsend	5.0 miles	+425 / -425
#6	Tri Area Loop – Port Townsend – Port Hadlock/Irondale	20.2 miles	+1,183 / -1,183
#7	Poulsbo – Port Hadlock/Irondale -	34.0 miles	+2,593 / -2,765
#8	Sequim – Port Townsend	30.1 miles	+3,739 / -3,564
#11	Shuttle Loop – Port Townsend	3.9 miles	+241 / -241



INVENTORY EXISTING SYSTEMS



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ELECTRIC BUS TECHNOLOGY

SUMMARY OF AVAILABLE ELECTRIC BUSES

OEM	Lengths	Propulsion Type	Battery Size (KW)	Range (Miles)	Bus Costs (\$)	Base Warranty & Disposal	Extended Warranty	Additional Information on Battery warranty	Battery Lease Option
New Flyer	35'	BEB	160-388	75-195	\$ 675,606.97- \$ 682,606.97	6 yrs/ 300,000 miles	6 yrs/ 200,000 miles \$ 40,718.52- \$76,861.08	to hold 80% of BOL capacity after 12 years and ~500,000 miles.	Y
	40'		160-480	75-225	\$800,000- \$1M				
	60'		213-600	55-135	\$1.1M-1.4M				
BYD	35'	BEB	350	230	\$613,885- \$698,000	12 year warranty. Pricing not available		N/A	Y
	40'		500	255	\$741,000				
	60'		652	230	\$ 1,140,000.00				
Proterra	35'	BEB	94-440	37-276	\$613,885- \$739,000	6 yrs/ 250,000 miles	6 yrs/ 250,000 miles \$ 75,000-\$112,000.	72% Energy density of the energy available per battery pack for the 12 years	Y
	40'		94-650	37-390	\$653,885- \$847,000				
NovaBus	40'	BEB	74 - 594	Not available	Not available	12 year Energy Storage System Warranty		Guaranteed at 80% capacity	Information not yet available
* Greenpower	30'	BEB	210	>175	Not available	Not available			
	35'		260	>175					
	40'		320	>185					
** Gillig Electric bus	35'	BEB	444	Not available	Not available to the market				
	40'		444	150- 210					
*** Eldorado	35'	BEB	444	Not available. The Bus is expected to be market ready on 10/2020 according to our source.		Current vendor offers a 1 + 5-year warranty. Eldorado plan to market as "6-years" or "mid-life" replacement		No	

Price estimates are influenced by several factors including model configurations, customized options (where applicable), and the evolution of technology.

Price estimates is an approximate value from recent Transit Authorities contracts and information from Bus Original Equipment Manufacturers.

* Greenpower electric buses are not listed in Altoona test which is a FTA requirement.

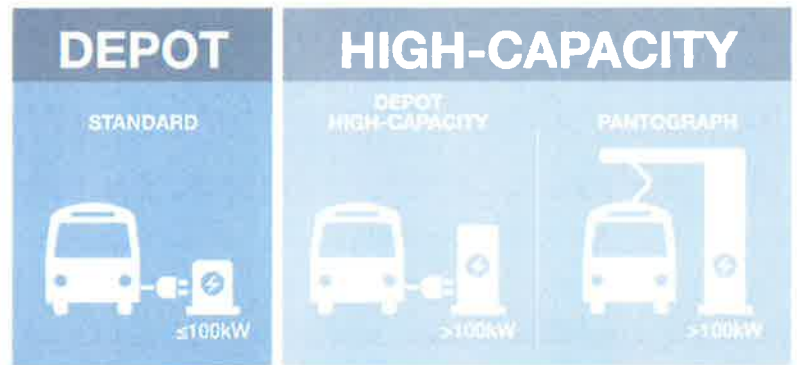
** Gillig is a private own company and does not share these information

*** Eldorado bus price is estimated to be maximum \$900,000 with an estimated price of the battery packs >\$200,000 according to our source

ELECTRIC BUS CHARGING TECHNOLOGY

OEM	Lengths	Battery Size (kW)	Range (Miles)	Designation
New Flyer	35'	160-368	75-195	Plug In Depot
	40'	160-480	75-225	Overhead Pantograph
	60'	213-600	55-135	
BYD	35'	350	230	High Power AC charging
	40'	500	255	
	60'	652	230	
Proterra	35'	94-440	37-276	Plug In Depot
	40'	94-650	37-390	Overhead Pantograph
NovaBus	40'	74 - 594	Not available	Plug In Depot Overhead Pantograph
Greenpower	30'	210	>175	Plug In Depot
	35'	260	>175	
	40'	320	>185	
Gillig Electric bus	35'	444	Not available	Not available
	40'	444	150- 210	
Eldorado	35'	444	Not available. The Bus is expected to be market ready on 10/2020 according to our source.	

Charging Types:



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OPERATIONS ANALYSIS

ELECTRIC BUS OPERATIONS ANALYSIS (1/2)

- Electrical energy requirements needed to operate a 35' battery electric bus.
- These parameters were programmed into the STV Performance and Evaluation of Electric bus Routes (PEER) analysis tool
 - Assumes 50% bus load
 - Minimal traffic congestion
 - Analysis done for 3 temperatures scenarios (34° F, 60° F, 74° F)

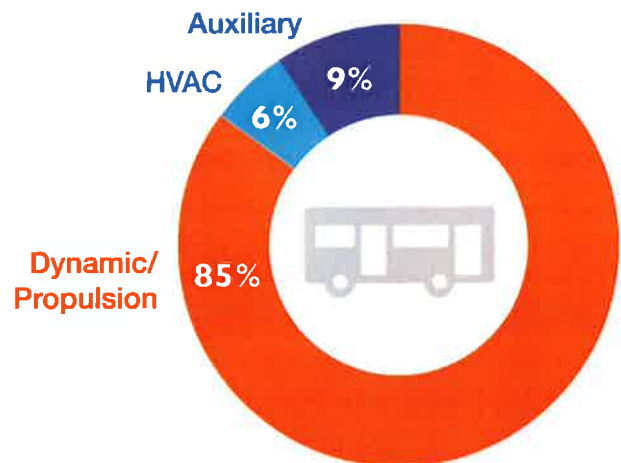
SAMPLE ANALYSIS RESULTS

Battery Capacity	388	kWh
Degradation over Battery Life	78	kWh
Degraded Battery Capacity	310	kWh
Interior Temperature	68	Degrees F
Ambient Temperature	34	Degrees F
Route Number	#1	
Route Length (Round Trip)	84.40	miles
Round Trip Time	156	minutes
Calculated kWh / mile	2.71	kWh / mile
Net kWh per route (round trip)	218.95	kWh
Number of Round Trips Able to be Completed	1.134	trips
Total Seconds of Route	8025.00	seconds

ELECTRIC BUS OPERATIONS ANALYSIS (2/2)

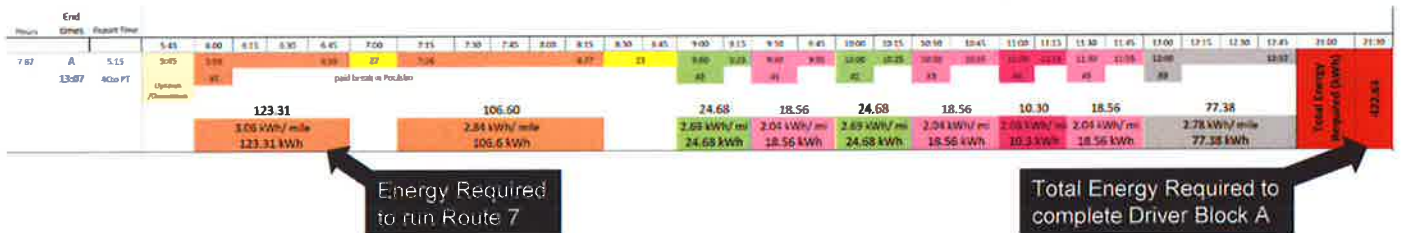
- Electrical energy requirements needed to operate a 35' battery electric bus.
- These parameters were programmed into the STV **P**erformance and **E**valuation of **E**lectric bus **R**outes (**PEER**) analysis tool
 - Assumes 50% bus load
 - Minimal traffic congestion
 - Analysis done for 3 temperatures scenarios (34° F, 60° F, 74° F)

ENERGY CONSUMPTION BY COMPONENT



ELECTRIC BUS OPERATIONS ANALYSIS (2/2)

- Energy requirements developed for each route.
- Requirements based on:
 - Temperature,
 - Route Elevation Profile,
 - Bus Stop Locations
- Route Profiles combined with Driver Schedules to develop energy requirements per driver block.



ELECTRIC BUS OPERATIONS ANALYSIS (3)

SUMMARY RESULTS

Table 1. Weekday Driver Block Summary

Driver Block	Routes Driven	Time Frame	Total Duration ¹	Total Break Duration (min) ²	Total Energy Required (kWh)
A	Uptown, #2, #3, #4, #6, #7	5:15 a.m. to 1:07 p.m.	7.9 hours	50	422.63
B	#1, #2, #4, #6	5:50 a.m. to 12:45 p.m.	6.9 hours	28	434.34
C	#2, #4, #8, #11	5:50 a.m. to 1:33 p.m.	7.7 hours	57	551.19
D	Uptown, #2, #4, #6, #8	6:00 a.m. to 12:43 p.m.	6.7 hours	53	337.96
E	#2, #3, #4, #7, #8	6:30 a.m. to 6:40 p.m.	10.8 hours	172	602.19
F	#1, #4, #8, #11	6:30 a.m. to 1:55 p.m.	6.7 hours	75	470.48
G	#1, #2, #3, #6, #11	2:00 p.m. to 7:49 p.m.	5.2 hours	35	371.67
I	#3, #4, #6, #7, #11	12:00 p.m. to 8:35 p.m.	9.6 hours	100	447.27
J	#3, #4, #6, #7	12:30 p.m. to 7:49 p.m.	7.3 hours	71	422.25
K	#2, #3, #4, #8	12:00 p.m. to 7:40 p.m.	7.2 hours	74	345.56
R	#1, #2, #3, #4, #11	7:30 a.m. to 6:35 p.m.	9.6 hours	110	436.02
S	#11	12:00 p.m. to 7:05 p.m.	6.6 hours	30	194.82

Source: Google Earth and Jefferson Transit

1. Includes driving hours, lunch time but not unpaid breaks.

2. Includes paid and unpaid breaks

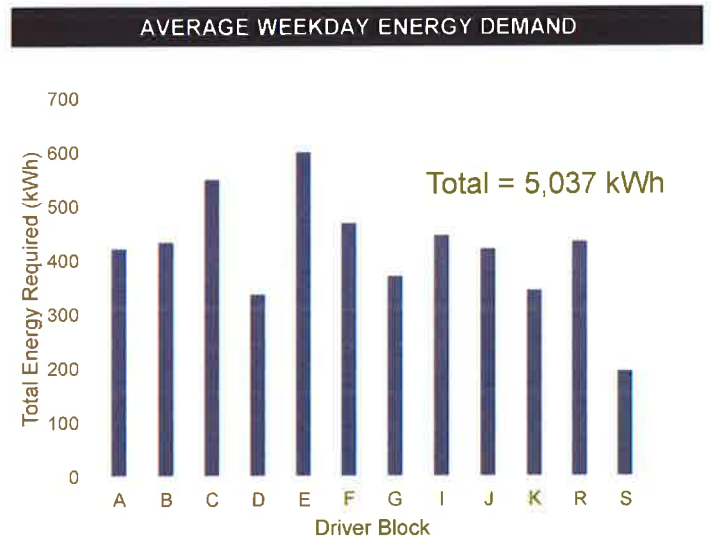
- 310 'usable' kWh of energy on a 35' BEB at end of life:
- Requires route restructure or on-route charging
- Possibly operate on existing schedule
- Can operate on existing schedule
- Many blocks have long breaks that would allow for charging during breaks if location is good

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ELECTRICAL ANALYSIS

ELECTRICAL REQUIREMENTS ANALYSIS

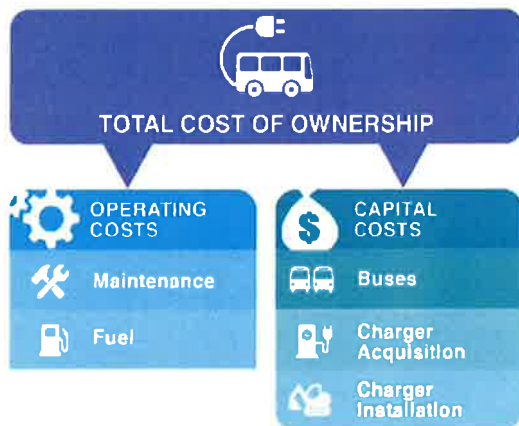
- JPUD: No issue providing this quantity of electricity
- At Four Corners Transit Base need excavation work (trench, setting vault) conduit, service equipment – estimated \$31,000
- Haines Place P&R - excavation work (trench, setting vault), conduit, service equipment and service conducted from the transformer: estimated \$26,000
- **Does not include costs of chargers**



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TOTAL COST OF OWNERSHIP

TOTAL COST OF OWNERSHIP - OVERVIEW



- References data from JTA where available (fuel & maintenance)
- 2020 National Renewable Energy Laboratory (NREL) Study:
 - BEBs reduce maintenance costs by 27%
- Electricity Costs Estimated based on current JPUD rates (Rate Schedule 26) but will need to be negotiated with JPUD
- Assumes 12-year lifecycle for both BEB and Diesel

TOTAL COST OF OWNERSHIP – CAPITAL COSTS (1/2)

BATTERY ELECTRIC BUS



DEPOT CHARGING



FAST CHARGER

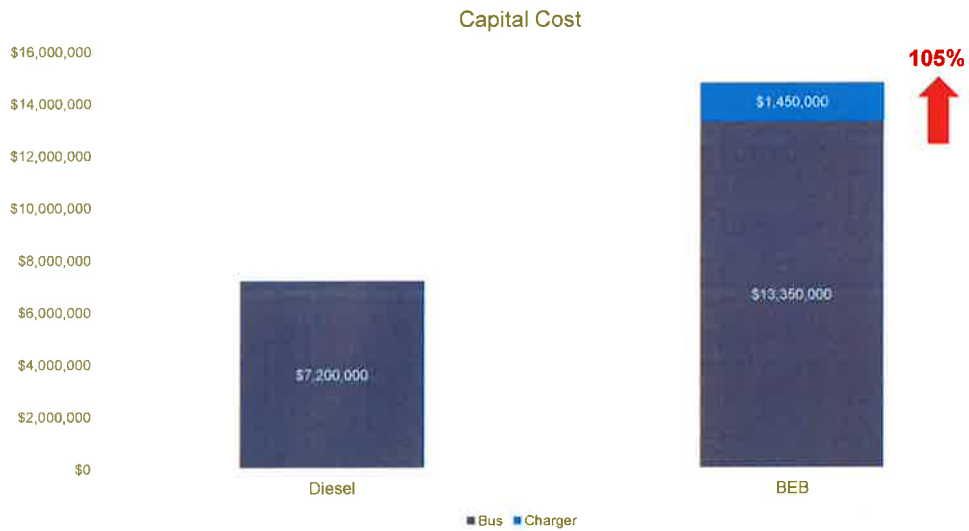


DIESEL BUS



*Electric Bus Cost Range: \$615k – \$1.4M

TOTAL COST OF OWNERSHIP – CAPITAL COSTS (2/2)



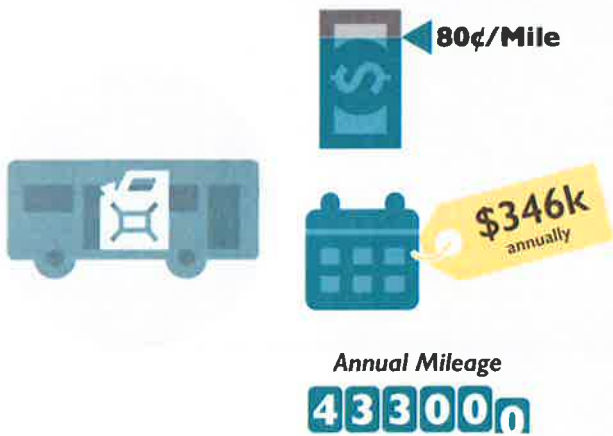
TOTAL COST OF OWNERSHIP – FUEL COSTS

- **Electrical Rate 26 from JPUD:**
 - \$110.00 + \$0.0757 / kWh
 - Base Fee of \$9.00/kW peak load (monthly)
 - Assumes rate increased published through 2024 then 1% increase per year
- **Diesel:**
 - \$3.18 / gallon assumed
 - Increase 0.7% per year
 - Based on 2020 *NREL* study

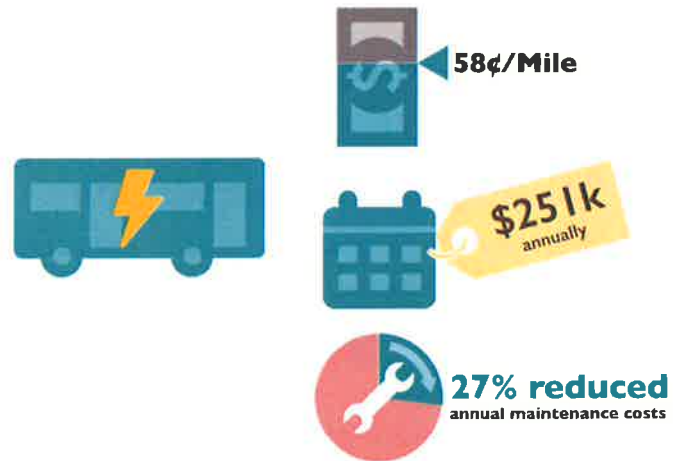


TOTAL COST OF OWNERSHIP – MAINTENANCE COSTS (1/2)

Existing Maintenance Costs from JTA



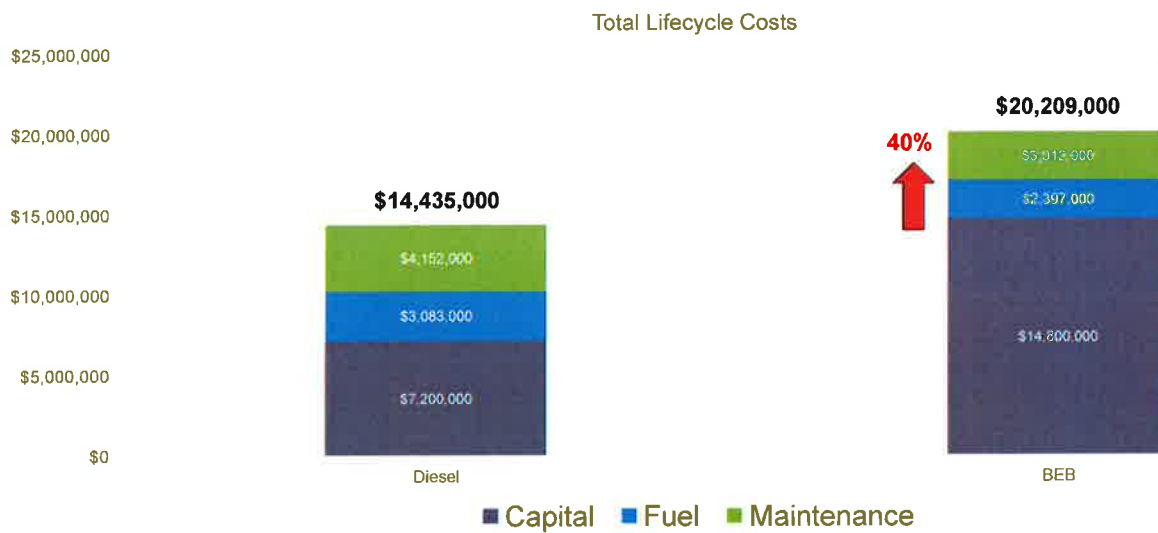
BEB



TOTAL COST OF OWNERSHIP – MAINTENANCE COSTS (2/2)



TOTAL COST OF OWNERSHIP – TOTAL

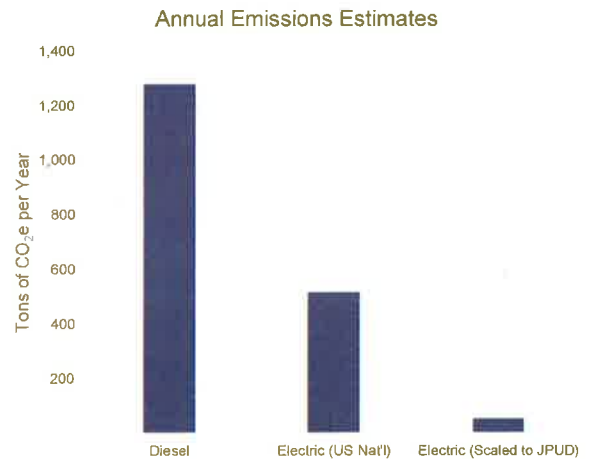


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GREENHOUSE GAS ESTIMATES

GREENHOUSE GAS EMISSIONS FROM OPERATIONS

- Estimated CO₂e g/mi¹:
 - Diesel: 2,680
 - BEB: 1,078
 - Average US Energy Mix (60% fossil fuel)²
- Given JPUD's electricity mix (6% fossil fuel) and assuming linear scaling, could **save approximately 96% of emissions by switching to electric**
- Estimates only include operating emissions. Do not include emission from manufacturing



1. Union of Concerned Scientists: <https://blog.ucsusa.org/jimmy-odea/electric-vs-diesel-vs-natural-gas-which-bus-is-best-for-the-climate>
2. US Energy Information Administration <https://www.eia.gov/energyexplained/electricity/data-and-statistics.php>

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SUMMARY

SUMMARY



Existing BEB technology does not allow 1:1 switch from diesel to EV given current schedule.

Would need to swap buses (increase fleet size), add on-route charging, or change schedule.



Switching to BEBs could save up to 96% of operating emissions.



40% increased cost to go electric.

(Likely could be reduced with grant funding)



New infrastructure bill has \$7.5B for zero emissions buses and ferries

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Q&A

Paul Sharman

Project Manager

425.896.5262

paul.sharman@transpogroup.com





63 4 Corners Road, Port Townsend, WA 98368

August 10, 2021

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance Manager

RE: July 2021 Financial Report

Special Notes:

Jefferson County has switched financial reporting systems. They are experiencing some transition issues and have not been able to produce true reconciling reports (reports that show cleared/uncleared transactions). Until those reports are available, I cannot reconcile the account balances. There is no danger of running low on funds. The system administrators at the county are working on new report formats, and we will hopefully have the reports by Mid-August. The reconciling issue affects the Financial Summary page and the Capital Projects Tracking Report, those pages are included in the report, but the missing information is represented by # symbols.

June Financial Report

The budget tracking percentage for July 2021 is 58.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (April 2021 - remitted in June 2021).

For the month May 2021 sales tax was 25% higher than received for May 2020. Comparing the amount to May 2019, it is 20% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for April (remitted in June 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 10.6% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 6.5% under budget.
- **Benefits** – Benefits are 7.9% under budget
 - Holiday is over budget because we "front load" personal holidays. This is a timing issue that will report over budget until September.
- **Services and User Fees** – S/U Fees are 28.4% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
 - Other Services & User Fees is over budget due to a timing issue (nearly on budget!).

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- **Materials and Supplies Consumed** – M/S Consumed is 18.2% under budget
 - Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting); this line item will mostly likely still come in under budget.
 - Lubrication – most likely a timing issue – will monitor
- **Utilities** – 4.3% under budget (electricity not posted)
 - Water and Electricity are over budget – will monitor.
- **Casualty/Liability Costs** – C/L costs are 1.9% under budget
- **Taxes** – 49.8% under budget
- **Miscellaneous** – 41.16% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
 - Fines & Penalties – over budget; payroll reporting error
- **Leases and Rentals** – 5.8% over budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in June: EV Study; Comprehensive Plan, HPTC Bus Loop, Supervisor Vehicle purchase; additional finance software support



July 2021 Financial Summary

Budget Tracking Figure: 58.3%

Operational Expenses:	\$391,927.91
Operational Revenues:	\$0.00
Non-Operational Income:	\$665,359.56
Capital Expenses:	\$47,574.72
Capital Income:	\$0.00

Sales Tax Received 7/31/2021 for May 2021: \$551,339.04

Sales Tax Received 7/31/2020 for May 2020: \$440,021.68

**Sales tax increased from prior year 25% **

Cumulative Sales tax increase from prior year 29% (23% up from 2019)

Cash on Hand as of July 30, 2021*:

Operating:	\$3,058,383.37
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$1,965,325.10
Dedicated (Committed) Grant Match (100% Funded):	\$6,022,371.47
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$129,931.01
Travel Fund:	\$1,500.00

Total **\$13,442,907.95****

**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.



Replaced with revised page

July 2021 Financial Summary

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Total **\$##,###,###.##****

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**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit
 Sales Tax Current & Prior Year Actual and Budget Variance Analysis
 Projection Year

2021

Month Received - Cash Basis (Cash Flow)

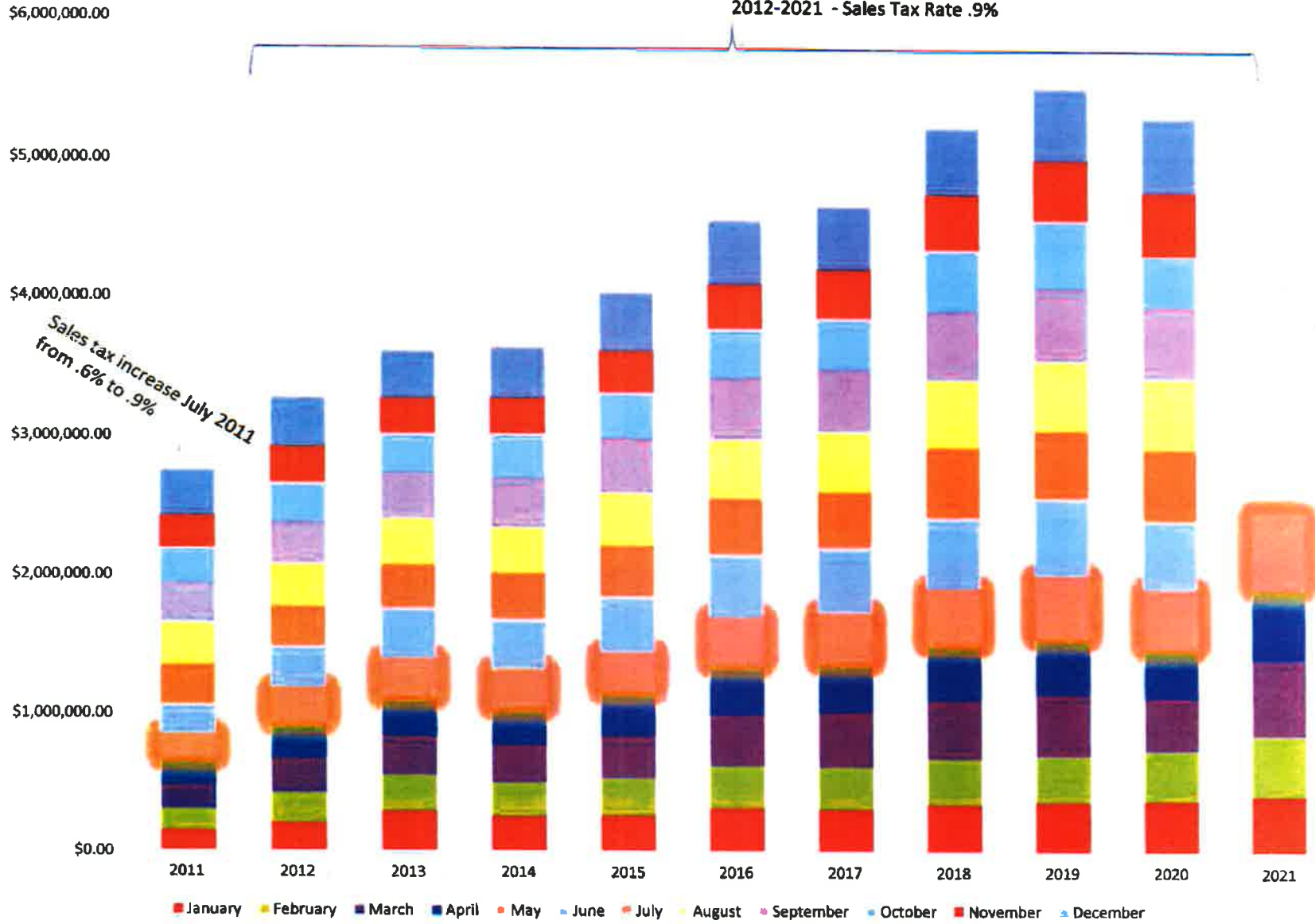
Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.80	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,801.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$3,471,439.43	2,564,000.00	35.39%
August	0.90%	\$487,387.91	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,994,000.00	
September	0.90%	\$508,467.71	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%	\$518,705.02	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%	\$525,977.44	\$525,977.44	\$535,728.85	\$501,570.25	\$482,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%	\$355,835.47	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$3,471,439.43	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$495,919.92	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Accrual Actual Sales Tax Received	2021 Cumulative Accrual Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,801.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%	\$551,339.04	\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	37.83%	\$2,469,628.52	1,790,000.00	37.97%
June	0.90%	\$487,387.91	\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,220,000.00	
July	0.90%	\$508,467.71	\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%	\$518,705.02	\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%	\$525,977.44	\$525,977.44	\$535,728.85	\$501,570.25	\$482,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%	\$355,835.47	\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%	\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.80	\$375,000.00	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$2,469,628.52	\$5,315,660.71	\$5,521,826.70	\$5,236,784.81	\$4,668,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$493,925.70	\$442,973.39	\$460,160.56	\$436,566.22	\$389,078.05	\$393,333.33				

Jefferson Transit Authority - 2011-2021 Cumulative Sales Tax (Accrual Based)

2012-2021 - Sales Tax Rate .9%



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NAICS Category - May 2021	2021	2020	\$\$ 2021 Compared to 2020	% Difference	2019	% 2021 Compared to 2019
Agriculture, Forestry, Fishing and Hunting	\$ 318	\$ 671	\$ (353)	47%	\$ 639	50%
Mining	\$ 877	\$ 843	\$ 35	104%	\$ 409	215%
Utilities	\$ 112	\$ 95	\$ 17	118%	\$ 204	55%
Construction	\$ 104,474	\$ 101,876	\$ 2,598	103%	\$ 108,834	96%
Manufacturing	\$ 8,180	\$ 8,251	\$ (71)	99%	\$ 14,191	58%
Wholesale Trade	\$ 31,852	\$ 25,278	\$ 6,574	126%	\$ 28,497	112%
Retail Trade	\$ 210,671	\$ 188,949	\$ 21,722	111%	\$ 163,972	128%
Transportation and Warehousing	\$ 4,750	\$ 994	\$ 3,757	478%	\$ 2,734	174%
Information	\$ 15,774	\$ 14,881	\$ 893	106%	\$ 17,612	90%
Finance and Insurance	\$ 3,001	\$ 2,745	\$ 256	109%	\$ 2,329	129%
Real Estate Rental and Leasing	\$ 6,807	\$ 7,723	\$ (916)	88%	\$ 6,023	113%
Professional, Scientific, and Technical Services	\$ 36,867	\$ 10,723	\$ 26,144	344%	\$ 5,878	627%
Management of Companies and Enterprises	\$ 20	\$ 1	\$ 19	2004%	\$ 1	2004%
Administrative and Support and Waste Management and Remediation Services	\$ 30,455	\$ 29,318	\$ 1,137	104%	\$ 20,461	149%
Educational Services	\$ 234	\$ 490	\$ (256)	48%	\$ 352	66%
Health Care and Social Assistance	\$ 3,152	\$ 1,314	\$ 1,838	240%	\$ 2,013	157%
Arts, Entertainment, and Recreation	\$ 4,635	\$ 3,930	\$ 705	118%	\$ 3,985	116%
Accommodation and Food Services	\$ 57,286	\$ 23,637	\$ 33,649	242%	\$ 52,795	109%
Other Services (except Public Administration)	\$ 14,392	\$ 10,759	\$ 3,632	134%	\$ 11,009	131%
Public Administration	\$ 2,134	\$ 180	\$ 1,954	1183%	\$ 5,533	39%
Not Classified	\$ 20,916	\$ 11,182	\$ 9,734	187%	\$ 17,992	116%
Total	\$ 556,908	\$ 443,839	\$ 113,069	125%	\$ 465,462	120%

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Seven Months Ending Saturday, July 31, 2021

	July	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$13,315,014.80	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	\$104,627.70	(\$2,473,640.49)
Non-Capital Financing Activities	\$553,898.12	\$4,640,889.35
Investing Activities	\$258.77	\$5,844.92
Total Operating Cash Provided/(Used)	658,784.59	2,173,093.78
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$47,574.72)	(\$177,090.96)
Net Increase/(Decrease) Cash and Equivalent	\$611,209.87	\$1,996,002.82
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	\$13,926,224.67	\$13,926,224.67

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Seven Months Ending Saturday, July 31, 2021

	July	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	195,033.84	1,336,325.95	2,581,957.00	51.76%
Benefits	126,859.90	935,244.39	1,837,819.00	50.89%
Services and User Fees	6,910.31	119,615.23	399,665.00	29.93%
Materials & Supplies	43,933.33	245,004.61	610,610.00	40.12%
Utilities	4,800.36	48,067.36	89,053.00	53.98%
Casualty/Liability Costs	12,722.33	88,603.41	157,000.00	56.44%
Taxes	21.50	386.62	4,592.00	8.42%
Miscellaneous Expenses	1,146.34	37,717.11	220,030.00	17.14%
Leases and Rentals	500.00	14,881.74	23,216.00	64.10%
Total Operating Expenses	391,927.91	2,825,846.42	5,923,942.00	47.70%
Operating Income (Loss)	(391,927.91)	(2,825,846.42)	(5,893,462.00)	47.95%
Non-Operating Revenues				
Non-Transportation Revenue	2,817.85	(4,956.52)	25,200.00	(19.67%)
Taxes Levied by Transit	551,339.04	3,527,439.43	4,720,000.00	74.73%
Local Grants & Contributions	1,250.00	8,750.00	18,000.00	48.61%
State Grants & Contributions		574,342.00	250,464.00	229.31%
Federal Grants & Contributions	109,952.67	574,205.67	1,283,160.00	44.75%
Total Non-Operating Revenues	665,359.56	4,679,780.58	6,296,824.00	74.32%
Net Income (Loss) Before Transfers In/(Out)	273,431.65	1,853,934.16	403,362.00	459.62%
Net Income/(Loss)	\$273,431.65	\$1,853,934.16	\$403,362.00	459.62%

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JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Seven Months Ending Saturday, July 31, 2021

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East				100.00%
Kingston Connection			30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	258.77	5,844.92	24,000.00	24.35%
Gain (Loss) on Disposition of Capital Items		(14,229.99)	1,200.00	(1,185.83%)
Public Donations	1.85	1.85		100.00%
Other Nontransportation Revenues	2,557.23	3,426.70		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	551,339.04	3,527,439.43	4,720,000.00	74.73%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive		574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	109,952.67	574,205.67	1,283,160.00	44.75%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	666,369.56	4,679,780.58	6,296,824.00	74.32%
TOTAL REVENUES	\$665,359.56	\$4,679,780.58	\$6,327,304.00	73.96%

Jefferson Transit Authority
Operating Expenses
For the Seven Months Ending Saturday, July 31, 2021

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$69,543.79	\$478,381.60	\$924,387.00	51.75%
Operators Overtime - Fixed Route	6,910.85	25,778.50	68,565.00	37.60%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,606.72	66,901.68	138,512.00	48.30%
Operators Overtime - Dial-a-Ride (DAR)	662.84	1,226.52	8,425.00	14.56%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	50,496.58	350,666.76	689,366.00	50.87%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,249.67	17,786.31	33,050.00	53.82%
Administration Salaries	54,563.39	395,584.58	719,652.00	54.97%
Total Labor	195,033.84	1,336,325.95	2,581,957.00	51.76%
Benefits				
FICA	17,069.70	114,869.88	230,180.00	49.90%
Pension Plans (PERS)	23,764.96	196,534.00	359,572.00	54.66%
Medical Plans	42,799.01	304,434.33	570,120.00	53.40%
Unemployment Insurance (UI)		4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,393.74	37,201.50	81,823.00	45.47%
Holiday	11,187.70	78,464.01	124,022.00	63.27%
General Leave	25,424.55	174,903.28	325,843.00	53.68%
Other Paid Absence (Court Duty & Bereavement)	26.00	1,213.57	15,750.00	7.71%
Uniforms, Work Clothing & Tools Allowance	303.68	6,958.49	24,680.00	28.19%
Other Benefits (HRA, EAP & Wellness)	581.34	11,132.53	38,700.00	28.77%
Paid FML	309.22	2,263.51	4,129.00	54.82%
COVID-19 JTA/Federal Leave		7,265.04	53,000.00	13.71%
Total Benefits	126,859.90	935,244.39	1,837,819.00	50.89%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	196.00	18,576.40	26,250.00	70.77%
Professional & Technical Services	1,974.74	41,275.47	140,500.00	29.38%
Contract Maintenance Services (IT Services)	626.62	7,233.03	14,005.00	51.65%
Custodial Services	945.00	6,335.00	18,720.00	33.84%
Security Services	234.00	778.65	5,600.00	13.90%
Vehicle Technical Services		12,003.37	47,000.00	25.54%
Property Maintenance Services	756.59	9,627.87	41,901.00	22.98%
Software Maintenance Fees	1,229.07	14,710.44	81,425.00	18.07%
Postage & Mail Meter Fees	27.24	1,446.78	3,600.00	40.19%
Drug & Alcohol Services	315.42	1,932.94	8,000.00	24.16%
Other Services & User Fees	605.63	5,695.28	9,664.00	58.93%
Total Service and User Fees	6,910.31	119,615.23	399,865.00	29.93%
Materials and Supplies Consumed				
Fuel	27,828.89	128,732.14	335,000.00	38.43%
Tires	1,994.45	13,670.35	27,000.00	50.63%
Lubrication	2,942.29	8,285.55	13,050.00	63.49%
Tools	253.11	4,808.79	18,000.00	26.72%
Vehicle Maintenance & Repair Parts	6,769.22	59,582.87	81,500.00	73.11%
Non-Vehicle Maintenance & Repair Parts	614.27	4,776.57	9,740.00	49.04%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials		3,296.53	5,750.00	57.33%
Shop Supplies (Maintenance & Cleaning)	1,304.86	9,964.54	23,000.00	43.32%
Safety & Emergency Supplies		990.48	9,800.00	10.11%
Office Supplies	1,585.38	6,052.51	16,920.00	35.77%
Computer Programs & Supplies	304.28	2,213.92	18,000.00	12.30%
Printing (Photocopier, Schedules & Brochures)	336.58	2,552.34	49,500.00	5.16%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	43,933.33	245,004.61	610,610.00	40.12%

**Jefferson Transit Authority
Operating Expenses
For the Seven Months Ending Saturday, July 31, 2021**

	July	YTD	Budget	% of Actual vs. Budget
Utilities				
Water, Sewer & Solid Garbage	1,280.23	9,249.43	15,100.00	61.25%
Utilities (Electrical & Propane)		14,782.31	27,800.00	53.17%
Telephone & Internet	3,520.13	24,035.62	46,153.00	52.08%
Total Utilities	4,800.36	48,067.36	89,053.00	53.98%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	89,056.31	157,000.00	56.72%
Recoveries of Public Liability & Property Damage Settlements		(452.90)		100.00%
Total Casualty and Liability Costs	12,722.33	88,603.41	157,000.00	56.44%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees	21.50	113.00	750.00	15.07%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes	21.50	386.62	4,592.00	8.42%
Miscellaneous				
Dues & Subscriptions	1,146.34	12,438.36	20,406.00	60.95%
Travel & Meetings		1,269.62	34,000.00	3.73%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Rodeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)		6,744.61	26,554.00	25.40%
EE CDL and EE Physical Expense		1,007.50	9,250.00	10.89%
COVID-19 Related Expense		15,846.42	123,420.00	12.84%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	1,146.34	37,717.11	220,030.00	17.14%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	3,765.00	4,500.00	83.67%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		11,116.74	16,216.00	68.55%
Total Leases and Rentals	500.00	14,881.74	23,216.00	64.10%
TOTAL OPERATING EXPENSES	<u>\$391,927.91</u>	<u>\$2,825,846.42</u>	<u>\$5,923,942.00</u>	<u>47.70%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
July 2021

Current Account Status	Balance per Bank @ 7/31/21	\$ 8,187,696.57	\$ -
Balance per GL @ 6/30/2021		\$ 8,207,829.85	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 391.53	
	Transfers Out (Purchases)	\$ (20,524.81)	
	Transfers Out /Bond Call	\$ -	
Balance per GL @ 7/31/21		\$ 8,187,696.57	
Balance in Capital Account	Outstanding Checks	\$ -	
		\$ 8,187,696.57	

2021 Capital Projects		Grant Funding	JTA Funding
Facility	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,767.50)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	February 2021		\$ (1,853.58)
	March 2021		\$ (4,830.57)
	April 2021		\$ (4,390.09)
	May and June 2021		\$ (5,384.40)
	July 2021		\$ (994.31)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	May and June 2021		\$ (15,315.40)
	July 2021		\$ (12,575.00)
	JTA Funded Balance		\$ 340,838.82
Other Building and Structures		Grant Funding	JTA Funding
Facilities Mn/ncs Building/Training Area	2021 Beginning Budget	\$ -	\$ 600,000.00
Radio Project - Maynard Mtn Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00
Revenue Vehicles			
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	JTA Funded Balance		\$ 587,500.73
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment			
New Finance/Mn/ncs/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
	July 2020 - Integrity Systems, LLC		\$ (13,200.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 110,205.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,187,696.57
JTA Committed Project Funds Sub-Total	\$ (1,968,328.10)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 6,022,371.47

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**Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
July 2021**

Current Account Status	Balance per Bank @ 7/31/21	# + #	VALUE!
Balance per GL @ 6/30/2021		\$	8,222,502.34
	Transfers - In	\$	-
	Reimbursement	\$	-
	Investment Interest	\$	-
	Transfers Out (Purchases)	\$	-
	Transfers Out (Bond Call)	\$	-
Balance per GL @ 7/31/21		\$	8,222,502.34
Balance in Capital Account	Outstanding Checks	\$	8,222,502.34

2021 Capital Projects		Grant Funding	JTA Funding
Facility	2021 Budgeted Balance	\$	\$
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	July 2021		\$ (13,167.50)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	March 2021		\$ (1,851.58)
	April 2021		\$ (4,830.57)
	June 2021		\$ (5,384.40)
	July 2021		\$ (4,782.12)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.00)
	February 2021		\$ (8,845.73)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	June 2021		\$ (13,315.40)
	July 2021		\$ (8,812.00)
	JTA Funded Balance		\$ 347,224.10
Other Building and Structures	2021 Beginning Budget	Grant Funding	JTA Funding
Facilities Mntnc Bldg/Training Area		\$	\$ 800,000.00
Radio Project - Maynard Min Repetier	2021 Beginning Budget	\$	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00
Revenue Vehicles	2021 Beginning Budget	\$	\$ 419,301.00
1 Full-Size Buses			\$ 85,440.00
Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$	\$ 120,000.00
Major Component Replacement	2021 Beginning Budget	\$	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	JTA Funded Balance		\$ 587,500.73
Service Vehicle	2021 Beginning Budget	\$	\$ 45,000.00
Field Supervisor - SUV	July 2021		\$ (34,374.72)
	JTA Funded Balance		\$ 10,625.28
Service Equipment	2021 Beginning Budget	\$	\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment	2021 Beginning Budget	\$	\$ 175,000.00
New Finance/Mntnc/Ops Software	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
	July 2020 - Integrity Systems, LLC		\$ (13,200.00)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 110,206.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)
JTA Capital Balance		\$	8,222,502.34
JTA Committed Project Funds Sub-Total		\$	(1,971,719.38)
JTA Vehicle Reserve		\$	(125,000.00)
JTA IT Reserve		\$	(75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY		\$	6,050,791.96



63 4 Corners Road, Port Townsend, WA 98368

July 15, 2021

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance Manager

RE: June 2021 Financial Report

Special Notes:

Jefferson County has switched financial reporting systems. They are experiencing some transition issues and have not been able to produce true reconciling reports (reports that show cleared/uncleared transactions). Until those reports are available, I cannot reconcile the account balances. There is no danger of running low on funds. The system administrators at the county are working on new report formats, and we will hopefully have the reports by Mid-August.

June Financial Report

The budget tracking percentage for June 2021 is 50%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports (April 2021 - remitted in June 2021).

For the month April 2021 sales tax was an even more unprecedented 48% higher than received for April 2020. Comparing the amount to April 2019, it is still an unprecedented 30% higher. I have included the NAICS category comparison report that I usually share with the Finance Committee if you are interested to see the categories where there is increased sales tax.

Revenue Report – (Jefferson Transit revenue is divided into Operating Revenue and Non-Operating Revenue).

- There is no operating revenue because we are not currently collecting fares.
- The sales tax revenue reported on the REVENUE report is on an accrual basis, meaning it is the sales tax revenue budgeted for April (remitted in June 2021) and any difference between what was remitted in the current month and what was initially accrued.
- The grant funding amounts are based on our expected Consolidated Grant.

Expense Report – Cumulatively, JTA expenses are 9% UNDER budget. Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Labor is 5.8% under budget.
- **Benefits** – Benefits are 6% under budget
 - Holiday is over budget because we "front load" personal holidays. This is a timing issue that will report over budget until September.
- **Services and User Fees** – S/U Fees are 21.8% under budget
 - Advertising Fees are over budget due to 40th Anniversary marketing, employment, long-range plan and special meeting advertising.
 - Other Services & User Fees is over budget due to a timing issue.
- **Materials and Supplies Consumed** – M/S Consumed is 17.1% under budget

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- Vehicle Mntce & Repair Parts – over budget due to surplus parts removed from inventory (February Board Meeting); this line item will mostly likely still come in under budget.
- Park & Ride Materials - Timing issue
- **Utilities** – 1.4% under budget
 - Water and Electricity are over budget – will monitor.
- **Casualty/Liability Costs** – C/L costs are 1.7% under budget
- **Taxes** – 42.1% under budget
- **Miscellaneous** – 33.4% under budget
 - Dues and Subscriptions/Other Miscellaneous Fees - timing issue
 - Fines & Penalties – over budget; payroll reporting error
 - Other Miscellaneous over budget – will monitor
- **Leases and Rentals** – 12% over budget
 - Transit Way and Passenger Stations – Port-a-potty rental – will be over budget for the year, installed a unit at 4-Corners but was not budgeted.
 - Other General Administration Facilities – Mount Maynard repeater space lease – not budgeted.

Capital Activity –

- Capital activity in June: EV Study; Comprehensive Plan, HPTC Bus Loop



June 2021 Financial Summary

Budget Tracking Figure: 50%

Operational Expenses:	\$399,565.39
Operational Revenues:	\$0.00
Non-Operational Income:	\$726,071.31
Capital Expenses:	\$14,281.62
Capital Income:	\$0.00

Sales Tax Received 6/30/2021 for April 2021: \$516,898.46

Sales Tax Received 6/30/2020 for April 2020: \$348,715.22

****Sales tax increased from prior year 48% ****

****Cumulative Sales tax increase from prior year 30%** (23% up from 2019)**

Cash on Hand as of June 30, 2021*:

Operating:	\$2,919,726.99
Operating Reserve (100% Funded):	\$2,032,147.00
(2021 Minimum Funding Required \$1,500,000)	
Capital Committed (2021 Capital Projects):	\$2,040,236.63
Dedicated (Committed) Grant Match (100% Funded):	\$5,968,005.36
(TDP Grant Match \$5,021,099; Total Projects \$18,657,000)	
Capital Vehicle Reserve	\$125,000.00
IT Reserve	\$75,000.00
Unemployment Reserve:	\$33,250.00
EFT Fund:	\$126,506.13
Travel Fund:	\$1,500.00

Total **\$13,321,372.11****

*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.



Replaced with revised page.

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Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year

2021

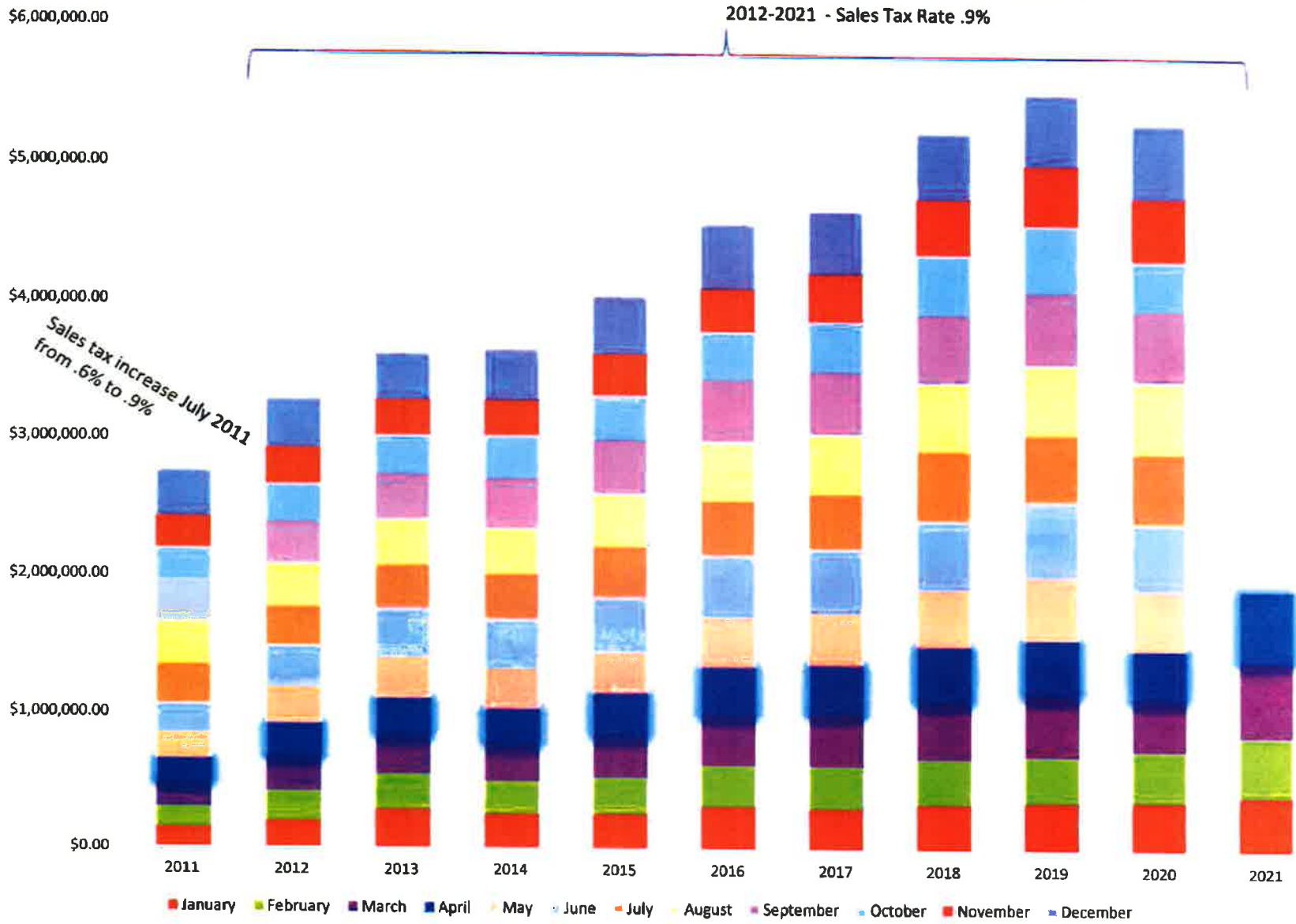
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Budget	2021 Monthly Act to Bud Variance	2021 Cumulative Cash Actual Sales Tax Received	2021 Cumulative Cash Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$481,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$313,966.98	\$348,000.00	32.75%	\$461,973.71	348,000.00	32.75%
February	0.90%	\$539,837.20	\$518,325.41	\$483,289.40	\$466,326.15	\$475,452.60	\$426,000.00	26.72%	\$1,001,810.91	774,000.00	29.43%
March	0.90%	\$416,498.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$1,418,261.73	1,134,000.00	25.07%
April	0.90%	\$433,206.38	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$1,851,468.03	1,464,000.00	26.47%
May	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$2,403,201.93	1,814,000.00	32.48%
June	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$2,920,100.39	2,164,000.00	34.94%
July	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	2,564,000.00	
August	0.90%		\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,994,000.00	
September	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	3,394,000.00	
October	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,819,000.00	
November	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	4,294,000.00	
December	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	4,694,000.00	
Total		\$2,920,100.39	\$5,267,656.61	\$5,457,793.06	\$5,161,234.49	\$4,646,263.10	\$4,694,000.00	0.00%			
Monthly Average		\$486,683.40	\$438,971.38	\$454,816.09	\$430,102.87	\$387,188.59	\$391,166.67				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2021 Tax	2020 Tax	2019 Tax	2018 Tax	2017 Tax	2021 Supp Budget	2021 Actual to Budgeted Variance	2021 Cumulative Accrual Actual Sales Tax Received	2021 Cumulative Accrual Budgeted Sales Tax	2021 Cumulative Actual to Budget Variance
January	0.90%	\$416,450.82	\$376,023.97	\$364,223.85	\$346,748.19	\$307,974.06	\$360,000.00	15.68%	\$416,450.82	360,000.00	15.68%
February	0.90%	\$433,206.30	\$366,014.66	\$336,289.71	\$331,184.26	\$311,554.48	\$330,000.00	31.27%	\$849,657.12	690,000.00	23.14%
March	0.90%	\$551,733.90	\$386,720.72	\$455,211.10	\$433,601.92	\$404,565.67	\$350,000.00	57.64%	\$1,401,391.02	1,040,000.00	34.75%
April	0.90%	\$516,898.46	\$348,715.22	\$398,659.28	\$391,012.04	\$339,021.49	\$350,000.00	47.69%	\$1,918,289.48	1,390,000.00	38.01%
May	0.90%		\$440,021.68	\$460,807.07	\$418,621.08	\$375,527.89	\$400,000.00	0.00%	\$0.00	1,790,000.00	
June	0.90%		\$487,387.91	\$550,089.91	\$498,093.29	\$465,923.53	\$430,000.00	0.00%	\$0.00	2,220,000.00	
July	0.90%		\$508,467.71	\$485,580.98	\$504,473.98	\$399,053.15	\$400,000.00	0.00%	\$0.00	2,620,000.00	
August	0.90%		\$518,705.02	\$501,416.48	\$491,604.90	\$430,879.75	\$425,000.00	0.00%	\$0.00	3,045,000.00	
September	0.90%		\$525,977.44	\$535,728.65	\$501,570.25	\$462,570.00	\$475,000.00	0.00%	\$0.00	3,520,000.00	
October	0.90%		\$355,835.47	\$480,132.86	\$432,231.53	\$359,773.50	\$400,000.00	0.00%	\$0.00	3,920,000.00	
November	0.90%		\$461,973.71	\$435,461.40	\$406,363.77	\$346,766.90	\$375,000.00	0.00%	\$0.00	4,295,000.00	
December	0.90%		\$539,837.20	\$518,325.41	\$483,289.40	\$465,326.15	\$425,000.00	0.00%	\$0.00	4,720,000.00	
Total		\$1,918,289.48	\$5,315,680.71	\$5,521,926.70	\$5,238,794.61	\$4,688,936.57	\$4,720,000.00	0.00%			
Monthly Average		\$479,572.37	\$442,973.39	\$480,160.56	\$436,566.22	\$389,076.05	\$393,333.33				

Jefferson Transit Authority - 2011-2021 Cumulative Sales Tax (Accrual Based)



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NAICS Category - April 2021			\$ 2021		% 2021		% 2021	
	2021	2020	Compared to 2020	Compared to 2020	2019	Compared to 2019	Compared to 2019	
Agriculture, Forestry, Fishing and Hunting	\$ 355.87	\$ 472.28	\$ (116.41)	75%	\$ 454.87	78%		
Mining	\$ 943.04	\$ 52.30	\$ 890.74	1803%	\$ 517.04	182%		
Utilities	\$ 63.19	\$ 79.95	\$ (16.76)	79%	\$ 105.51	60%		
Construction	\$ 103,296.92	\$ 74,136.49	\$ 29,160.43	139%	\$ 71,500.86	144%		
Manufacturing	\$ 13,743.25	\$ 13,301.38	\$ 441.87	103%	\$ 15,473.27	89%		
Wholesale Trade	\$ 29,783.17	\$ 25,472.52	\$ 4,310.65	117%	\$ 24,277.59	123%		
Retail Trade	\$ 210,028.77	\$ 151,747.63	\$ 58,281.14	138%	\$ 152,446.20	138%		
Transportation and Warehousing	\$ 2,576.66	\$ 595.73	\$ 1,980.93	433%	\$ 1,899.58	136%		
Information	\$ 16,056.49	\$ 14,953.49	\$ 1,103.00	107%	\$ 18,257.26	88%		
Finance and Insurance	\$ 3,595.53	\$ 2,085.03	\$ 1,510.50	172%	\$ 2,381.64	151%		
Real Estate Rental and Leasing	\$ 7,879.83	\$ 6,101.99	\$ 1,777.84	129%	\$ 6,604.33	119%		
Professional, Scientific, and Technical Services	\$ 6,969.05	\$ 4,675.35	\$ 2,293.70	149%	\$ 5,059.09	138%		
Management of Companies and Enterprises		\$ 2.64	\$ (2.64)	0%	\$ 1.50	0%		
Administrative and Support and Waste Management and Remediation Services	\$ 32,005.33	\$ 21,339.82	\$ 10,665.51	150%	\$ 20,746.25	154%		
Educational Services	\$ 257.17	\$ 224.81	\$ 32.36	114%	\$ 397.12	65%		
Health Care and Social Assistance	\$ 3,684.07	\$ 957.66	\$ 2,726.41	385%	\$ 3,410.74	108%		
Arts, Entertainment, and Recreation	\$ 3,362.66	\$ 1,713.72	\$ 1,648.94	196%	\$ 3,422.58	98%		
Accommodation and Food Services	\$ 50,007.72	\$ 18,871.46	\$ 31,136.26	265%	\$ 43,077.06	116%		
Other Services (except Public Administration)	\$ 13,588.36	\$ 7,524.17	\$ 6,064.19	181%	\$ 12,909.15	105%		
Public Administration	\$ 4,837.30	\$ 577.15	\$ 4,260.15	838%	\$ 3,862.31	125%		
Not Classified	\$ 19,085.28	\$ 6,448.09	\$ 12,637.19	296%	\$ 15,336.85	124%		
Total	\$ 522,119.66	\$ 351,333.66	\$ 170,786.00	149%	\$ 402,140.80	130%		

JEFFERSON TRANSIT AUTHORITY
Statement of Cash Flows-Accrual Basis
For the Six Months Ending Wednesday, June 30, 2021

STATEMENT OF CASH FLOWS	June	Year to Date
Cash Balances - Beginning of Period	\$12,638,211.77	\$11,930,221.85
Operating Cash Provided/(Used) by:		
Operating Activities	(\$333,007.17)	(\$2,578,268.19)
Non-Capital Financing Activities	\$1,023,254.46	\$4,086,991.23
Investing Activities	\$837.36	\$5,586.15
Total Operating Cash Provided/(Used)	691,084.65	1,514,309.19
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$14,281.62)	(\$129,516.24)
Net Increase/(Decrease) Cash and Equivalent	\$676,803.03	\$1,384,792.95
Prior Year Adjustments		
CASH BALANCES - END OF PERIOD	<u>\$13,315,014.80</u>	<u>\$13,315,014.80</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Six Months Ending Wednesday, June 30, 2021

STATEMENT OF INCOME/(LOSS)	June	YTD	Budget	% of Actual vs. Budget
Operating Revenues			\$30,480.00	0
Operating Expenses				
Labor	185,356.05	1,141,292.11	2,581,957.00	44.20%
Benefits	127,726.98	808,384.49	1,837,819.00	43.99%
Services and User Fees	15,763.79	112,704.92	399,665.00	28.20%
Materials & Supplies	48,001.46	201,071.28	610,610.00	32.93%
Utilities	6,834.50	43,267.00	89,053.00	48.59%
Casualty/Liability Costs	12,269.43	75,881.08	157,000.00	48.33%
Taxes		365.12	4,592.00	7.95%
Miscellaneous Expenses	(1,739.61)	36,570.77	220,030.00	16.62%
Leases and Rentals	5,352.79	14,381.74	23,216.00	61.95%
Total Operating Expenses	399,565.39	2,433,918.51	5,923,942.00	41.09%
Operating Income (Loss)	(399,565.39)	(2,433,918.51)	(5,893,462.00)	41.30%
Non-Operating Revenues				
Non-Transportation Revenue	837.36	(7,774.37)	25,200.00	(30.85%)
Taxes Levied by Transit	596,898.46	2,976,100.39	4,720,000.00	63.05%
Local Grants & Contributions	1,250.00	7,500.00	18,000.00	41.67%
State Grants & Contributions	20,872.00	574,342.00	250,464.00	229.31%
Federal Grants & Contributions	106,750.00	464,253.00	1,283,160.00	36.18%
Total Non-Operating Revenues	726,607.82	4,014,421.02	6,296,824.00	63.75%
Net Income (Loss) Before Transfers In/(Out)	327,042.43	1,580,502.51	403,362.00	391.83%
Net Income/(Loss)	<u>\$327,042.43</u>	<u>\$1,580,502.51</u>	<u>\$403,362.00</u>	<u>391.83%</u>

JEFFERSON TRANSIT AUTHORITY
Revenue Statement - Accrual Basis
For the Six Months Ending Wednesday, June 30, 2021

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Kingston Connection			\$30,480.00	0.00%
Total Operating Revenues			30,480.00	0.00%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	837.36	5,586.15	24,000.00	23.28%
Gain (Loss) on Disposition of Capital Items		(14,229.99)	1,200.00	(1,185.83%)
Other Nontransportation Revenues		869.47		100.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	596,898.46	2,976,100.39	4,720,000.00	63.05%
Local Grants and Contributions				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			3,000.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	20,872.00	574,342.00	250,464.00	229.31%
Federal Grants and Contributions (OPERATING)				
FTA 5311	106,750.00	464,253.00	1,283,160.00	36.18%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	726,807.82	4,014,421.02	6,296,824.00	63.75%
TOTAL REVENUES	\$726,607.82	\$4,014,421.02	\$6,327,304.00	63.45%

Jefferson Transit Authority
Operating Expenses
For the Six Months Ending Wednesday, June 30, 2021

	June	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,549.79	\$408,837.81	\$924,387.00	44.23%
Operators Overtime - Fixed Route	4,951.12	18,867.65	68,565.00	27.52%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,369.99	57,294.96	138,512.00	41.36%
Operators Overtime - Dial-a-Ride (DAR)	40.80	563.68	8,425.00	6.69%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,983.89	300,170.18	689,366.00	43.54%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,468.28	14,536.64	33,050.00	43.98%
Administration Salaries	51,992.18	341,021.19	719,652.00	47.39%
Total Labor	185,356.05	1,141,292.11	2,581,957.00	44.20%
Benefits				
FICA	16,126.67	97,800.18	230,180.00	42.49%
Pension Plans (PERS)	26,449.37	172,769.04	359,572.00	48.05%
Medical Plans	47,677.81	261,635.32	570,120.00	45.89%
Unemployment Insurance (UI)	4.25	4.25	10,000.00	0.04%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,208.13	31,807.76	81,823.00	38.87%
Holiday	8,421.08	67,276.31	124,022.00	54.25%
General Leave	20,933.69	149,478.73	325,843.00	45.87%
Other Paid Absence (Court Duty & Bereavement)		1,187.57	15,750.00	7.54%
Uniforms, Work Clothing & Tools Allowance	958.17	6,654.81	24,680.00	26.96%
Other Benefits (HRA, EAP & Wellness)	1,648.53	10,551.19	38,700.00	27.26%
Paid FML	299.28	1,954.29	4,129.00	47.33%
COVID-19 JTA/Federal Leave		7,265.04	53,000.00	13.71%
Total Benefits	127,726.98	808,384.49	1,837,819.00	43.99%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,246.50	18,380.40	26,250.00	70.02%
Professional & Technical Services	4,991.24	39,300.73	140,500.00	27.97%
Contract Maintenance Services (IT Services)	2,555.82	6,606.41	14,005.00	47.17%
Custodial Services	910.00	5,390.00	18,720.00	28.79%
Security Services		544.65	5,600.00	9.73%
Vehicle Technical Services	2,461.42	12,003.37	47,000.00	25.54%
Property Maintenance Services	945.41	8,871.28	41,901.00	21.17%
Software Maintenance Fees	1,229.07	13,481.37	81,425.00	16.56%
Postage & Mail Meter Fees	229.24	1,419.54	3,600.00	39.43%
Drug & Alcohol Services	260.42	1,617.52	8,000.00	20.22%
Other Services & User Fees	934.67	5,089.65	9,664.00	52.67%
Total Service and User Fees	15,763.79	112,704.92	399,665.00	28.20%
Materials and Supplies Consumed				
Fuel	27,256.92	100,903.25	335,000.00	30.12%
Tires	3,985.23	11,675.90	27,000.00	43.24%
Lubrication	695.94	5,343.26	13,050.00	40.94%
Tools	1,271.87	4,555.68	18,000.00	25.31%
Vehicle Maintenance & Repair Parts	13,018.03	52,813.65	81,500.00	64.80%
Non-Vehicle Maintenance & Repair Parts	97.85	4,162.30	9,740.00	42.73%
Vehicle Accessories		78.02	1,350.00	5.78%
Park & Ride Materials		3,296.53	5,750.00	57.33%
Shop Supplies (Maintenance & Cleaning)	530.22	8,659.68	23,000.00	37.65%
Safety & Emergency Supplies	181.26	990.48	9,800.00	10.11%
Office Supplies	330.16	4,467.13	16,920.00	26.40%
Computer Programs & Supplies	178.66	1,909.64	18,000.00	10.61%
Printing (Photocopier, Schedules & Brochures)	455.32	2,215.76	49,500.00	4.48%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	48,001.48	201,071.28	610,610.00	32.93%

**Jefferson Transit Authority
Operating Expenses
For the Six Months Ending Wednesday, June 30, 2021**

	June	YTD	Budget	% of Actual vs. Budget
Utilities				
Water, Sewer & Solid Garbage	1,312.47	7,969.20	15,100.00	52.78%
Utilities (Electrical & Propane)	2,110.61	14,782.31	27,800.00	53.17%
Telephone & Internet	3,411.42	20,515.49	46,153.00	44.45%
Total Utilities	6,834.50	43,267.00	89,053.00	48.59%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	12,722.33	76,333.98	157,000.00	48.62%
Recoveries of Public Liability & Property Damage Settlements	(452.90)	(452.90)		100.00%
Total Casualty and Liability Costs	12,269.43	75,881.08	157,000.00	48.33%
Taxes				
State Taxes			842.00	0.00%
Vehicle Licensing & Registration Fees		91.50	750.00	12.20%
Other Licensing Fees & Taxes		273.62	3,000.00	9.12%
Total Taxes		365.12	4,592.00	7.95%
Miscellaneous				
Dues & Subscriptions	1,336.40	11,292.02	20,406.00	55.34%
Travel & Meetings	328.58	1,269.62	34,000.00	3.73%
Fines & Penalties		310.60	100.00	310.60%
Safety Program (Roadeo & Safety Rewards)			6,000.00	0.00%
Training (Classes, Seminars & Materials)	2,459.61	6,744.61	26,554.00	25.40%
EE CDL and EE Physical Expense		1,007.50	9,250.00	10.89%
COVID-19 Related Expense	(5,864.20)	15,846.42	123,420.00	12.84%
Other Miscellaneous		100.00	300.00	33.33%
Total Miscellaneous	(1,739.61)	36,570.77	220,030.00	16.62%
Leases and Rentals				
Transit Way & Passenger Stations	500.00	3,265.00	4,500.00	72.56%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	4,852.79	11,116.74	16,216.00	68.55%
Total Leases and Rentals	5,352.79	14,381.74	23,216.00	61.95%
TOTAL OPERATING EXPENSES	<u>\$399,565.39</u>	<u>\$2,433,916.51</u>	<u>\$5,923,942.00</u>	<u>41.09%</u>

**Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
June 2021**

Current Account Status	Balance per Bank @ 6/30/21	\$ 8,207,829.85	\$ -
Balance per GL @ 5/31/2021		\$ 8,222,502.34	
	Transfers - In	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ -	
	Transfers Out (Purchases)	\$ (14,672.49)	
	Transfers Out /Bond Call	\$ -	
Balance per GL @ 6/30/21		\$ 8,207,829.85	
Balance in Capital Account	Outstanding Checks	\$ 8,207,829.85	

2021 Capital Projects			
Facility		Grant Funding	JTA Funding
	2021 Budgeted Balance	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,572.50)
	June 2021		\$ (730.00)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	February 2021		\$ (1,853.58)
	March 2021		\$ (4,830.57)
	April 2021		\$ (4,390.09)
	May and June 2021		\$ (5,384.40)
	JTA Comprehensive Plan - Fehr & Peers		\$ 121,000.00
	Nov, Dec, Jan (cleared January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	June 2021		\$ (15,315.40)
	JTA Funded Balance		\$ 368,175.63

Other Building and Structures			
Facilities		Grant Funding	JTA Funding
Mntce Building/Training Area	2021 Beginning Budget		\$ 800,000.00
Radio Project - Maynard Mn Repeater	2021 Beginning Budget	\$ -	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$ -	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$ -	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00

Revenue Vehicles			
		Grant Funding	JTA Funding
1 Full-Size Buses	2021 Beginning Budget	\$ 419,301.00	\$ 65,440.00
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JTOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,000.00
Major Component Replacement	2021 Beginning Budget	\$ -	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	JTA Funded Balance		\$ 587,500.73

Service Vehicle			
		Grant Funding	JTA Funding
Field Supervisor - SUV	2021 Beginning Budget		\$ 45,000.00
	JTA Funded Balance		\$ 45,000.00

Service Equipment			
		Grant Funding	JTA Funding
Tractor	2021 Beginning Budget		\$ 30,000.00
	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24

Office Furniture & Equipment			
		Grant Funding	JTA Funding
New Finance/Mntce/Ops Software	2021 Beginning Budget		\$ 175,000.00
	Dec 2020 - Integrity Systems, LLC		\$ (45,111.29)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Ragroup Software		\$ (7,500.00)
	JTA Funded Balance		\$ 123,405.03
	Remix (Purchased Dec 2020; Cleared 2021)		\$ (10,900.00)

JTA Capital Balance	\$ 8,207,829.85
JTA Committed Project Funds Sub-Total	\$ (2,040,236.63)
JTA Vehicle Reserve	\$ (125,000.00)
JTA IT Reserve	\$ (75,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 5,967,593.22

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Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
June 2021

Current Account Status	Balance per Bank @ 6/30/21	#	U	VALUE
Balance per GL @ 5/31/2021		\$		0,222,502.34
	Transfers - In	\$		-
	Reimbursement	\$		-
	Investment Interest	\$		-
	Transfers Out (Purchases)	\$		-
	Transfers Out/Bond Call	\$		-
Balance per GL @ 6/30/21		\$		0,222,502.34
Balance in Capital Account	Outstanding Checks	\$		0,222,502.34

2021 Capital Projects		Grant Funding	JTA Funding
Facility	2021 Budgeted Balance	\$	\$
	Eng/Des 63 4 Corners EV Feasibility		\$ 31,000.00
	February 2021		\$ (2,577.50)
	June 2021		\$ (730.00)
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Config - KPFF Consulting Engineers		\$ 150,000.00
	March 2021		\$ (1,853.58)
	April 2021		\$ (4,810.57)
	June 2021		\$ (5,704.40)
	JTA Comprehensive Plan - Fair & Parts		\$ 121,000.00
	Nov, Dec, Jan (closed January)		\$ (24,257.70)
	February 2021		\$ (8,845.33)
	March 2021		\$ (7,124.00)
	April 2021		\$ (8,520.80)
	June 2021		\$ (15,315.40)
	JTA Funded Balance		\$ 372,565.72
Other Building and Structures	2021 Beginning Budget	Grant Funding	JTA Funding
Facilities/Metro Buildings/Training Area		\$	\$ 900,000.00
Radio Project - Maynard Min Repeater	2021 Beginning Budget	\$	\$ 31,840.00
Security Cameras	2021 Beginning Budget	\$	\$ 35,000.00
New Shelters	2021 Beginning Budget	\$	\$ 45,000.00
	JTA Funded Balance		\$ 911,840.00
Revenue Vehicles	2021 Beginning Budget	\$	\$ 65,440.00
1 Full-Size Buses		\$ 419,301.00	\$
1 Trolley Style FR Bus	2021 Beginning Budget		\$ 350,000.00
	Trolley Inspection		\$ (625.00)
1 JOC 29' Cutaway	2021 Beginning Budget	\$ 120,000.00	\$ 30,900.00
Major Component Replacement	2021 Beginning Budget	\$	\$ 150,000.00
	New Engine in 01		\$ (7,314.27)
	JTA Funded Balance		\$ 587,500.73
Service Vehicle	2021 Beginning Budget		\$ 45,000.00
Field Supervisor - SUV			\$ 45,000.00
	JTA Funded Balance		\$ 45,000.00
Service Equipment	2021 Beginning Budget		\$ 30,000.00
Tractor	Feb 2021 - Sherlock Equipment		\$ (25,684.76)
	JTA Funded Balance		\$ 4,315.24
Office Furniture & Equipment	2021 Beginning Budget		\$ 175,000.00
New Finance/Metro/Operations Software	Dec 2020 - Integrity Systems, LLC		\$ (45,111.20)
	Feb 2021 - Integrity Systems, LLC		\$ (13,200.00)
	Mar/Apr 2021 - Server Software Purchase		\$ (783.68)
Social Media Notification Software	2021 Beginning Budget		\$ 15,000.00
	Jan 2021 - Regroup Software		\$ (2,500.00)
	JTA Funded Balance		\$ 123,406.03
	Ramix (Purchased Dec 2020; Cleared 2021)		\$ (10,960.00)
JTA Capital Balance			\$ 8,222,502.34
JTA Committed Project Funds Sub-Total			\$ (2,044,626.72)
JTA Vehicle Reserve			\$ (125,000.80)
JTA IT Reserve			\$ (73,000.80)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY			\$ 5,977,675.82



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

August 17, 2021

TDP

Jefferson Transit's Six-Year **Transit Development Plan (TDP)** identifies how the agency will meet state and local long-range priorities for public transportation through capital improvements, operating changes, and other **programs**. The **Plan** conforms to the State's transportation system policy **goals** (RCW 47.04.280)

EV Feasibility

Now that Jefferson Transit received a final report on the feasibility of JTA replacing its fleet with electric vehicles and as electric buses cannot, at this time, meet the existing needs of JTA, it is still the intention to proceed with exploring zero emission vehicles whether it be electric or hydrogen and possibly the potential of utilizing solar power in the creation of clean hydrogen.

Intercity Transit's staff submitted a letter to the U.S. Department of Energy letting them know that they were interested in green hydrogen and were interested in partnering as the research and technology continues to evolve. JTA will continue to communicate and follow up with Intercity Transit as they proceed.

Collective Bargaining

Jefferson Transit is scheduled to begin negotiating with ATU 587 for the 2022 Collective Bargaining Agreement. The management team has been working on proposals since March 2020. Negotiations are scheduled to begin September 21, 2021.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

Ongoing Review of Safety Requirements and continued COVID Response Measures

As of June 30, 2021 the social distancing mandate for buses was lifted, however, the drivers will remain behind the barriers unless they need to assist a passenger. The new rule allows for increased capacity and more customers being served. The federal mask mandate remains in place until mid-September at this point.

Following Governor Inslee's press conference of August 9, 2021, and the statement by the Governor that as a condition of continued employment, all State of Washington employees and contractor will be fully vaccinated by October 18th, a great deal of discussion ensued among transit agencies across the state. The discussion of whether or not Jefferson Transit would mandate vaccination or test is ongoing. The majority of the Transit agencies around the state are waiting for a federal mandate.

King County will be mirroring the executive order and that includes Metro operators.

Nearly 72% of Jefferson Transit employee reported having been vaccinated.

Face Mask Required: Federal law now requires a face mask that covers both nose and mouth when awaiting, boarding, traveling on, or disembarking public transportation, as well as when entering or on the premises of a transportation hub in the United States. Failure to comply may result in denial of boarding or removal. Refusal to wear a mask is a violation of federal law; passengers could be subject to penalties under federal law. Jefferson Transit has always required masks.

JTA continues its strict regimen to ensure the fleet remains clean and safe for our drivers and the public.

JTA is discussing the meeting format considering the on-going increases in cases in Jefferson County. The executive assistance is research options for virtual meetings.

Fare Free Pilot Program

Jefferson Transit is proposing a two-year fare free pilot project. This project will allow Jefferson Transit to monitor Dial-A-Ride demand, ridership patterns, transit trends and behavior on buses or in transit facilities. Staff will then report finding back to the board and make recommendations.

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

Facility Maintenance Building

JTA and Mr. Gibson are working together to create a site layout that will meet the needs of JTA.

Work completed to date:

- Site plan finalized

Work in the next few weeks:

- Entitlement documents to be completed and submitted to Jefferson County

Following submittal to Jefferson County, the County will be reviewing the entitlement documents, making comments if required, and then scheduling a Conditional Use Permit public hearing for the approval of our request.

The Board approved the 2021 capital budget for JTA’s Facilities Maintenance Building on the property at 111 4 Corners Road, adjacent to its Administration and Maintenance facility. Mr. Gibson will provide Civil Engineering and Construction Management for the Development of the facility maintenance building. JTA has authority for \$800,000 for the total project. (Mr. Gibson’s contract is \$60,000)

Third Maintenance Bay Project (TCF)

The maintenance bay expansion project recently completed the first phase of design where TCF confirmed the design direction. TCF is now heading into the design development and construction document phases preparing for bid ready drawings and specifications. TCF is expecting bid ready documents to be complete within the next few months.

TCF is planning to be complete with bid ready documents before the end of October.

Washington State Transit Association (WSTA)

WSTA works with the Washington State Legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

Upcoming WSTA Board and Committee meetings: Changes

- Washington State Conference – Vancouver – August 22-24- Moved to October 11-13
This will be an in-person event

DRAFT

- 2021 State Roadeo, Vancouver – August 22-24- Canceled
- 2021 Maintenance Forum, Vancouver – August 22-24 – Moved to October 11-13 In-person event

RouteMatch Update

Dial-A-Ride (DAR) is operating acceptably.

RouteMatch – Mobile (RMM) & RouteShout (RS) has been declared a "failure" due to unacceptable performance and the fact that Routematch is not able to fix the issues. JTA is three meetings into settlement negotiations with a fourth planned this coming Thursday. Recently, RM offered to give JTA other RM product to offset JTA's loss. JTA conducted an evaluation and determined it was not a good match. Settlement negotiations continue with JTA hoping for an end of year settlement.

Network and Server Upgrades

Two new and updated Sonicwall TZ400 firewalls were installed and fully activated at both JTA locations bringing us up to date with the latest internet security features.

Radio Improvement Program

Jefferson Transit negotiated and signed a lease with Jeffcom. JTA ordered the antenna and associated cabling for immediate installation and will place the order for all the radio equipment needed this week. JTA successfully negotiate a reduction in the lease from \$600 to \$400/month. Installation work has commenced and is expect to be completed by end of 2021. Additionally, the Dispatch radios are getting an update to resolve a channel switching issue between the newer radio models.

Retirement

JTA will begin recruiting for an IT Specialist as our IT specialist Mike Samodurov gave notice that he will be retiring January 15, 2022. Mike has played an integral part in getting JTA's network and computer up to date and in our new facility at 63 4 Corners. We will miss Mike terribly.



63 4 Corners Road, Port Townsend, WA 98368

John Bender, Fleet & Facilities Manager
February 16, 2021 Board Report

Fleet:

- Received and in-serviced new Ops support vehicle (#813) on 8/5
- PO submitted for Gillig trolley to replace Arboc
- Currently awaiting quotes for replacement DAR vehicles
- Cummins scheduled to complete recall on new buses 9/1-9/3

Facilities:

- Awaiting project schedule/permit approval to begin work on 111 project
- Awaiting final design documents for maint. bay expansion project
- Backup server room A/C unit installed, working as intended
- Semi-seat installed at Sheridan/Hastings stop

Staff/misc.:

- Jake Hollingsworth retired effective 07/02/21 – hiring for replacement
- Michael Norman hired 06/04/21, CDL training/test completed 8/12
- Thermo-King field service training for technicians scheduled for 10/1
- Awaiting delivery of new tire balancer – held up due to adapter backorder



63 Four Corners Road, Port Townsend, WA 98368

Miranda Nash
Mobility Operations Manager
Board Report August 2021

Service Planning:

Kingston Pilot Service:

Jefferson Transit is moving forward with the pilot service and plans to implement the Kingston Express route in October. Jefferson Transit is still recruiting transit operators and the actual start date of the new pilot Kingston service will be contingent on having enough operators available to cover the work.

On May 26, 2021, Jefferson Transit held a virtual service proposal presentation for the pilot Kingston service and gathered public comment from May 26, 2021 to July 31, 2021. Jefferson Transit received 26 public comments on the Kingston pilot service proposal, a majority of which were in general support of implementing the service. Comments also included feedback on the bicycle capacity of the route, having additional runs added to match with more ferry trips in the early morning, mid-day, and later afternoon, alternative stop locations, the option to reserve seats, incentives to increase ridership.

Jefferson Transit is finalizing an inter-local agreement with Jefferson County for use of the Gateway Visitors Center as a bus stop, as well as finalizing a spot at the Kingston Ferry Terminal with Kitsap Transit.

Jefferson Transit is also initiating a contract with Token Transit, a digital fare collection service with a mobile application available on IOS and Android mobile devices, which enables passengers to purchase a digital bus pass for the Kingston Express pilot service. At this time, we will not be implementing a reservation system for this service. JTA will monitor ridership levels to determine if a reservation system would be of value for the service.

Kingston Express Pilot Route and Stops:

- **Haines Place Transit Center** to Four Corners Park & Ride via State Route 20.
- **Four Corners Park and Ride** to Gateway Visitors Center Via Four Corners Road to State Route 19.
- **Gateway Visitors Center** to Kingston Ferry Terminal Via State Route 104, across the Hood Canal Bridge, continuing to NE State Route 104.

Pilot Trip Times & Connections with Ferry Services

JTA Kingston Express Pilot Schedule and Connections							
Port Townsend to Seattle/Edmonds							
Monday-Friday							
JTA Kingston Express Pilot				Kitsap Fast Ferry		Washington State Ferry	
Depart Haines Place	Four Corners Park & Ride	WA104 & WA19 Park & Ride	JT Arrive Kingston	Depart Kingston Ferry Dock	Arrive Pier 52 Seattle Ferry Dock	Depart Kingston	Arrive Edmonds
7:15 AM	7:28 AM	7:53 AM	8:27 AM	8:45 AM	9:24 AM	8:40 AM	9:10 AM
2:45 PM	2:58 PM	3:23 PM	3:57 PM	4:15 PM	4:54 PM	4:40 PM	5:10 PM
Saturday							
7:15 AM	7:28 AM	7:53 AM	8:27 AM	8:45 AM	9:24 AM	8:40 AM	9:10 AM
2:45 PM	2:58 PM	3:23 PM	3:57 PM	4:15 PM	4:54 PM	4:40 PM	5:10 PM

Seattle/Edmonds to Port Townsend							
Monday-Friday							
Washington State Ferry		Kitsap Fast Ferry		JTA Kingston Express Pilot			
Depart Edmonds	Arrive Kingston	Depart Pier 52 Seattle Ferry Dock	Arrive Kingston Ferry Dock	JT Depart Kingston	WA104 & WA19 Park & Ride	Four Corners Park & Ride	Arrive Haines Place
7:55 AM	8:25 AM	7:55 AM	8:34 AM	8:45 AM	8:45 AM	8:45 AM	8:45 AM
3:15 PM	3:45 PM	3:25 PM	4:04 PM	4:15 PM	4:15 PM	4:15 PM	4:15 PM
Saturday							
7:55 AM	8:25 AM	n/a	n/a	8:45 AM	8:45 AM	8:45 AM	8:45 AM
3:15 PM	3:45 PM	n/a	n/a	4:15 PM	4:15 PM	4:15 PM	4:15 PM

Pilot Fares and Collection

JTA Kingston Route (one-way) Full fare/ Reduced	JTA Kingston Route (RT) Full fare/ Reduced
\$ 8.00/ \$6.00	\$ 16.00/ \$12.00

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

Ridership:

Dial-A-Ride:

Dial-A-Ride ridership decreased slightly by approximately 15% from May to June, but has remained consistent from June to July.

Compared to the 2019 daily ridership averages have remained consistent with previous months, average ridership in June 2021 is still down 28% percent and in July 2021 down 31%.

2021 Average Daily Ridership Month to Month			
Month	May	June	July
Avg daily ridership	34	29	29
% of Change	-	-15%	0%

Dial-A-Ride Daily Ridership Averages: Yearly comparison			
	2019 averages	2021 averages	% of change
June	40	29	-28%
July	42	29	-31%

2019 ridership data used as 2020 data influenced by CV19

Vanpool:

JTA currently has no active vanpools. Due to COVID, social distancing requirements, and stay at home order, JTA will not be actively marketing or advertising to start new vanpool groups at this time.

Community Outreach:

- JTA Operations continues to participate in the Climate Action Committee, and EV Subgroup.
- JTA Mobility Operations is working on putting together a senior transportation needs assessment survey in partnership with Jefferson County’s Community Health Improvement Program’s (CHIP. CHIP’s Senior Age Band group has been developing a strategic framework to improve senior services in Jefferson Co.



63 Four Corners Road, Port Townsend, WA 98368

Nicole Gauthier
Fixed Route Operations Manager
Board Report – August 17, 2021

Operations Update

- Operations has been heavily focused on recruiting, interviewing and hiring Transit Operators.
 - A new Operator started training on June 29th and she will be taking her CDL test within the next week. The test will be administered by Pierce Transit.
 - A new Operator started training on August 16th. It's anticipate that he will be ready to take his CDL test by the second week in September.
 - A conditional offer has been extended to another individual. Operations will know the last week in August if this individual will be joining JTA.

Safety and Training Update

- Jim Springer, Field Supervisor, reported JTA had a total of four exclusions in July and August. The exclusions resulted from masking issues, alcohol violations and disruptive/aggressive behavior towards Operators.
- Supervisors and Managers have been spending an increased amount of time explaining the federal masking mandate to passengers who are reluctant to wear a mask while riding transit.
 - JTA has done the following public outreach to strengthen its message of what the current masking requirements are: updated the JTA website with masking requirements, refreshed masking signs on all buses and shelters, and added a “Masks Required” sign on all fixed route bus reader boards.

Ridership

Fixed Route Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	720	359	-50.2%
March	769	413	-46.3%
April	807	419	-48.1%
May	795	412	-48.2%
June	822	449	-45.4%
July	819	480	-41.4%

JTOC Daily Ridership Averages			
	2019 Averages	2021 Averages	% of change
February	48	16	-66.7%
March	45	17	-62.2%
April	56	18	-67.8%
May	58	22	-62.1%
June	48	19	-60.4%
July	46	22	-52.2%

*2019 ridership data used as 2020 data influenced by COVID-19

TAG report for JTAB
29 June 2021 meeting

The advisory committee discussed a list of possible acronyms that would not be confused with either locally relevant committees (cf. Climate Action Committee) or other transit groups in the state. The name TAG, or Transit Advisory Group, was originally moved but not seconded at the prior meeting, as group members decided to pause a cycle to determine what other possible acronyms might be unique among advisory group names in our state's PTBAs and our RTPO. TAG was unique, and the name was approved by the group with no votes in opposition.

TAG member Scott Walker presented 'Transit is the Answer', an update of his recent presentation to the Authority Board, which addressed opportunities for emissions reduction that rely on the success of transit. Changes in SOV parking policy were highlighted as a means to incentivize transit use ("free parking is the fertility drug for cars"). Other considerations included making simple 'rider-friendly' point to point schedules which list all buses that cover specific routes, including providing simple paper versions for riders who don't have cell phone access. Staff were receptive to the rider-friendly schedule idea, in particular for specific and limited routes.

TAG member Brandon Maxwell provided a link to view the interactive transit software used in Anchorage AK. GM Rubert noted that unfortunately our region does not have sufficient cellular service to accommodate it and clarified that the Anchorage software does precisely what we had hoped our RouteMatch software would do. Finance Manager Crouch pointed out that Anchorage sits in a topographic bowl that makes connectivity robust, while we have highly variable (and interfering) topography in our service area.

TAG member John Nowak provided information on efforts by Jefferson Healthcare to incentivize transit use. Public attendee Celeste Bennett asked about the possibility of wifi on buses to incentivize bus use, but staff noted that Clallam Transit was not able to make wifi access work for their system at this time.

TAG member Ann Metcalfe asked about smarttrips.org used in Whatcom County, which gets local businesses involved in transit promotion and use by personalizing it. Mobility Operations Manager Nash indicated that smarttrips is quite expensive but would look into it again.

GM Rubert led the TAG review of the Transit Development Plan update, pointing out in response to several questions that it is an aspirational document and 'if it isn't in there, we can't ask for funding' so it is important to include ideas that may not come to fruition in the document's timeframe, but that it is updated annually to include new information. Use of the term 'commuter' seemed limiting to TAG members, but staff clarified that it is a specific descriptor in transit language, with a broader meaning than in public use and the TDP is a document primarily for transportation policy, not for public readership.

DRAFT

Public attendee Margaret Lee advocated for more staff input with the WSDOT plans for roundabouts at Kearney in PT and at Mill Road on Highway 20. Since all bus riders are pedestrians at the beginning and end of their transit trip, crosswalk availability and adequate signalling is critical for pedestrian safety, particularly for those riders who have limited vision, hearing and/or mobility. It was noted that WSDOT completely eliminated the crosswalks for Highway 20 at Mill Road in their proposed design. MOM Nash is on the DASH Board and GM Rubert indicated that staff were definitely engaged in the design process.

Jefferson Transit Authority Board

Remote Special Meeting Minutes

Tuesday, November 16, 2021, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Vice Chair Ariel Speser at 1:31 p.m. Other members present were David Faber, Greg Brotherton, and Heidi Eisenhour with Chair Kate Dean excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Manager Miranda Nash, Facilities and Maintenance Manager John Bender, Grants and Executive Assistant/Clerk of the Board Sj Peck.

Vice Chair Speser made a motion to move Items C and D to the beginning of New Business

Motion: David Faber moved to amend the Agenda. Greg Brotherton seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

PUBLIC COMMENT

There was none

NEW BUSINESS

a. Resolution 21-14: PTD0217, 2021-2023 WSDOT Capital STP Grant Agreement

Motion: Greg Brotherton moved to approve Resolution 21-14, to adopt PTD0217, 2021-2023 WSDOT Capital STP Grant Agreement. David Faber seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

b. Resolution 21-15: PTD0340, Consolidated Grant Agreement

Discussion ensued on Greenhouse Gas emissions (GHG) and bus routes. The diesel bus being purchased is for the Jefferson Transit Olympic Connection (JTOC) route and an electric bus would not be efficient. The intention is to turn toward less polluting vehicles but the technology is not yet available for rural routes.

Motion: David Faber moved to approve Resolution 21-15, to adopt PTD0340, Consolidated Grant Agreement. Greg Brotherton seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

c. Review and Public Hearing re: Draft Long Range Plan

Daniel Dye and Aaron Gooze of Fehr & Peers presented on the following:

- Why a Long Range Plan
- Jefferson Transit Today
- Jefferson Transit's Mission & Core Values
- What We Heard
- JTA Tomorrow
- Implementation Strategies

Greg Brotherton asked to clarify the 25% population growth over 20 years, and 60% employment growth.

- Daniel Dye explained that those numbers come directly from the Comprehensive Plan, and those are kind of set at a county wide level. Jobs and growth aren't always equal. For example, people commuting into Jefferson County and working in Jefferson County, or, people working from Jefferson County from home, whereas they might not have been before.

The Public Hearing for the draft Long Range Plan is opened.

Public Testimony

Sj Peck read the following comments from the Transportation LAB:

- Request to include carbon reduction targets based on displaced community carbon emissions.
- Add consideration of community Greenhouse Gas (GHG) emissions reduction.
- Include Transportation Lab input.
- Describe JTA's commitment to reduce community GHG Admissions.
- Add references to carbon reduction.
- Include specific and concrete strategies to support the GHG reduction.
- Add a step service standard, defined goals for JTA to reduce community wide emissions, with a specific dates and measurable metric consistent with local, state, and federal goals.

Brenda McMillian asked to increase ridership with a commuter friendly Sequim Route.

Cindy Jayne read the following comments from the Local 20/20 Climate Outreach Group:

- Amend the LRP to add a new service standard to adopt goals for JTA to reduce community wide greenhouse gas emissions with specific dates and measurable metrics consistent to local, state, and federal commitments.
- Include short term and long term goals, and note that biennial goals would be consistent with the organizational goal setting for the Climate Action Committee.

Rebecca Kimball asked to add a specific goal for community GHG reduction and to consider creating a Climate Action Plan.

Scott Walker asked to acknowledge the climate crisis, to add a reduction strategy and visionary goal to reduce community GHG emissions and to coordinate local governments to disincentives single occupancy vehicle driving.

Debbie Jahnke explained that the Parking Policy cannot be fixed by transit. This must be addressed by those elected on the board, in their own jurisdiction.

Board Discussion

Sj Peck read the following comments from Chair Dean:

- An appreciation of work gone into the plan.
- Expressed a lack of language relating to the role that transit can and should play in reducing greenhouse gasses gas emissions.
- Increase ridership with mitigating climate change on the forefront.
- JTA's opportunity to be a leader and an innovator in rural public transit.
- An offer of wording recommendations and to work with the consultants to incorporate more aspirational and committed language.

Heidi Eisenhour

- Encouraged the community to be a progressive transit organization.
- Requested measurable goals and benchmarks with specific strategies and activities to get us to those benchmarks.

David Faber

- Agreed on the importance of a GHG reduction goal
- Suggested promoting transit to a broader population and as the primary choice for transportation.
- Explained that transit's role in GHG reduction is interdependent with the whole community. IT would not be beneficial for transit to use metric to reduce the entire community GHG emissions.

Greg Brotherton

- Agreed with a Climate Action Plan.
- Is in favor of metrics and suggested using ridership and fleet emissions.

Ariel Speser

- Agreed to the need for more mention of climate change, greenhouse gasses, and strategy for transit's role in reducing community GHG emissions.

Commissioner Brotherton recommended closing the Public Hearing to give time for LRP revisions.

Tammi Rubert suggested time to meet with the Board to add suggested verbiage.

The Board agreed schedule a Work Session with Fehr & Peers.

Motion: David Faber moved to close the Public Hearing re: Draft Long Range Plan. Greg Brotherton seconded.

Vote: The motion carried unanimously, 4-0 by voice vote

d. Review and Public Hearing re: Draft 2022 Operating and Capital Budget

Sara Crouch explained the following budget highlights:

- Expense Budget

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- Revenue
- Recruitment
- Capital Projects

The Public Hearing for the draft 2022 Operating and Capital Budget is opened and will remain open until November 30, 2021.

Public Testimony

Greg Brotherton read following comments from Tom Thiersch:

- The full size ICE (Internal Combustion Engine) bus purchase and the decision to keep running the existing fleet are mistakes and are contrary to the zero-emission policies and goals of Washington State, the Climate Action Plan, etc.
- The charging infrastructure number seems like a high estimate.
- The 30' and 29' full-size should be BEVs (Battery Electric Vehicle), not ICE of any kind; specifically, NOT hybrid or plug-in hybrid.

Board Discussion

Heidi Eisenhour expressed excitement for the new electric trolley.

David Faber recognized that our rural community and large geographic area create limitations for full fleet electrification and looks forward to this changing in the future.

The Budget Book and Budget Presentation are both available online at <https://jeffersontransit.com>.

PUBLIC COMMENT

There was none

Tammi Rubert explained funding is not yet in place for the Infrastructure Bill. Washington State Department of Transportation will create transit policy to get the federal funds. JTA will keep the Board updated.

ADJOURNMENT

The meeting was adjourned at 3:25 pm. The next regular meeting will be held Tuesday, June 15, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date

Jefferson Transit Authority Board

Remote Special Meeting Minutes

Tuesday, November 30, 2021, 2:00 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Kate Dean at 2:03 p.m. Other members present were Vice Chair Ariel Speser, Greg Brotherton, and Heidi Eisenhour with David Faber excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Manager Miranda Nash, Facilities and Maintenance Manager John Bender, and Executive Assistant/Clerk of the Board Sj Peck.

PUBLIC COMMENT

There was none

NEW BUSINESS

a. Work Session re: Long Range Plan

Tammi Rubert opened with a summary of the November 6th, Long Range Plan (LRP) Public Hearing. Climate change and goals for Greenhouse gas (GHG) reduction was the main topic of discussion.

Daniel Dye and Aaron Gooze of Fehr & Peers presented on the following:

1. JTA's Mission and Long Range Plan
2. Fleet emissions versus community emissions
3. Fleet considerations
4. Climate-based Strategies for the LRP

Discussion ensued on draft language, editing process, and value statements.

A timeline was discussed to complete the LRP. The date for potential adoption was pushed back to allow time for revision. Commissioner Dean and Commissioner Brotherton formed a subcommittee to collaborate with Fehr & Peers on LRP language and content.

b. Public Hearing re: Draft 2022 Operating and Capital Budget

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Sara Crouch explained changes to the draft Budget. The budget was increased in utilities to provide better broadband internet service. Computer programs and supplies increased to replace desktop computers. Wages and benefits were adjusted. Fuel and professional services were decreased. Budget changes were posted on the [JTA website](#).

Public Testimony

Sj Peck read the following comments from Tom Thiersch, Jefferson County:

- Intent to purchase a full-size ICE (Internal Combustion Engine) bus and continued running of the existing fleet is a mistake and don't align with the zero-emission policies and goals of Washington State, the Climate Action Plan.
- The charging infrastructure number seems like a high estimate.
- The 30' and 29' full-size should be BEVs (Battery Electric Vehicle), not ICE of any kind; specifically, NOT hybrid or plug-in hybrid.
- Level 3+ recharging should be needed only at the central bus barn and, possibly, at Haines Place as an alternate / backup location.
- The #307 and #308 DARs should also be a BEV; a Rivian van, for example, would seem to be ideal.
- The "Vehicle Maintenance Pick-up Truck" should be a Ford F-150 Lightning or a Tesla Cybertruck, both of which will be available toward the end of 2022.
- Any purchase should be delayed until one or the other of these BEVs is available.

Board Discussion

There was none

The Hearing was closed at 3:14 pm.

PUBLIC COMMENT

There was none

ADJOURNMENT

The meeting was adjourned at 3:16 pm. The next regular meeting will be held Tuesday, December 21, 2021, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date

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63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/21/2021

August 2021 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Voucher #690849 in the amount of \$95,638.42
- Accounts Payable Voucher #690850 in the amount of \$265.50
- Accounts Payable Vouchers #6901851-6901887 in the amount of \$74,470.99
- Accounts Payable Voucher #6901888 in the amount of \$95,870.63
- Accounts Payable Vouchers #6901889-6901919 in the amount of \$37,815.76
- Voided Accounts Payable Voucher #6901850 in the amount of \$265.50
- Voided Accounts Payable Voucher #6901889 in the amount of \$685.00
- Capital Checks #6910065-6910068 in the amount of \$44,119.65
- EFT Voucher #177 in the amount of \$150.00
- 5 EFT payments in the amount of \$1,425.84

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee. The General Manager has approved these for the consent agenda. These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck
Clerk of the Authority

DRAFT



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/21/2021

September 2021 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Voucher #6901920 in the amount of \$95,869.09
- Accounts Payable Vouchers #6901921-6901957 in the amount of \$100,349.82
- Accounts Payable Voucher #6901958 in the amount of \$93,909.35
- Accounts Payable Vouchers #6901959-6901993 in the amount of \$64,824.10
- Accounts Payable Voucher #6901994 in the amount of \$972.77
- Accounts Payable Voucher #6901995 in the amount of \$99,076.79
- Capital Checks #6910069-6910071 in the amount of \$43,219.18
- Capital Check #6910072 in the amount of \$6,600.00
- 4 EFT payments in the amount of \$1,551.98

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.
The General Manager has approved these for the consent agenda.
These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck
Clerk of the Authority

DRAFT



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/21/2021

October 2021 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #6901996-6902031 in the amount of \$89,847.97
- Accounts Payable Voucher #6902032 in the amount of \$98,455.66
- Accounts Payable Voucher #6902033 in the amount of \$5,374.71
- Accounts Payable Vouchers #6902034-6902073 in the amount of \$102,138.80
- Accounts Payable Voucher #6902074 in the amount of \$105,713.65
- Voided Accounts Payable Voucher #6901634 in the amount of \$22.85
- Capital Check #6910074 in the amount of \$18,091.01
- Capital Check #6910073 in the amount of \$8,803.55
- 5 EFT payments in the amount of \$20,627.82

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee. The General Manager has approved these for the consent agenda. These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck
Clerk of the Authority

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63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/21/2021

November 2021 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #6902075-6902108 in the amount of \$105,415.07
- Accounts Payable Voucher #6902109 in the amount of \$2,818.80
- Accounts Payable Voucher #6902110 in the amount of \$100,554.64
- Accounts Payable Voucher #6902111 in the amount of \$805.16
- Accounts Payable Vouchers #6902112-6902151 in the amount of \$83,679.96
- Accounts Payable Voucher #6902152 in the amount of \$4,836.56
- Accounts Payable Voucher #6902153 in the amount of \$97,552.18
- Accounts Payable Vouchers #6902154-6902158 in the amount of \$22,104.10
- Accounts Payable Vouchers #6902159-6902191 in the amount of \$77,956.06
- Voided Accounts Payable Voucher #6902128 in the amount of \$102.00
- Capital Checks #6910075-6910077 in the amount of \$32,761.97
- Capital Checks #6910078-6910079 in the amount of \$21,407.28
- 4 EFT payments in the amount of \$1,531.57

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.
The General Manager has approved these for the consent agenda.
These claim vouchers which detail specific vouchers are available for viewing upon request.

Sj Peck
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: December 21, 2021

AGENDA ITEM: Surplus Property valued under \$5,000 for Board information

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Inventory Disposal Forms

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *Jimmie Rubeck*

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

The items listed on the attached Inventory Disposal Forms are unusable by JTA and will be destroyed.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Surplus Property Valued under \$5,000.

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Inventory Disposal Form

Item purchase price **UP To \$5,000**

Updated 7/19/2021

1) Requester – Fill this section in for Request

Department: 16 Employee Requesting Disposal: Cheryl Loran Date: 8/25/2021
 How was Current Market Value established? Broken Attach Documentation as to how fair market value was determined.
 This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards
 Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards
 How did you determine this? Does not work. Monitors are cheaper to purchase new than repair.
 Department Supervisor Approval: [Signature] Date: 8/25/2021

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method
22" V7 Monitor	Unknown	Unknown	ETLA10C0418 140F45F4033	Asset 84	\$0	Poor	Recycle

2) Finance Manager - Fill out this section for Approval

Was the item purchased with Federal funds? Yes No Unknown
 If Federally funded, is the item fully depreciated? Yes No Unknown
 General Manager Approval: [Signature] Date: 9.1.21
 Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____
 If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____
 Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR
 Update Capital Asset and Depreciation Schedule

5) AR

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet



Updated 7/19/2021

Inventory Disposal Form

Item purchase price **UP To \$5,000**

1) Requester – Fill this section in for Request

Department: 16 Employee Requesting Disposal: Cheryl Loran Date: 8/25/2021

How was Current Market Value established? Does not work/Donated to JTA Yrs ago Attach Documentation as to how fair market value was determined.

This meets JTA's Property Surplus Requirement (Check One): Not needed now or in foreseeable future No longer meets agency standards

Obsolescence Cost to maintain or refurbish exceeds cost to replace Does not comply with health or safety standards

How did you determine this? Dispatch-sitting on shelf unused for years.

Department Supervisor Approval: *Mal Couch* Date: 8/25/21

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (if applicable)	Asset Tag ID# (if applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method
Realistic PRO-2001 Canning Reciever	Donated Years ago	\$0	8-040919	No tag	\$0	Poor	Garbage

2) Finance Manager - Fill out this section for Approval

Was the item purchased with Federal funds? Yes No Unknown

If Federally funded, is the item fully depreciated? Yes No Unknown

General Manager Approval: *Robert* Date: 9.1.21

Give to the Clerk of the Board to put in the Board Packet (informational - approval not needed)

3) Disposal by Approved Disposal Method - Filled out by Department Supervisor from section 1

How was item disposed of: Public Surplus Metal Recycle Garbage Bin Other _____

If sold, what was the selling price: \$ _____ Date of Sale or Disposal: _____

Return to Finance Manager with all relevant paperwork: Pictures of Pickup or Disposal Receipts Other _____

4) Finance Manger

Public Surplus – Print Report and email to AR Metal Recycle send info to AR Send copy of Disposal Form to AR

Update Capital Asset and Depreciation Schedule

5) AR

Bill Public Surplus for Sell Price or Metal Recycle for one cent to track receipt of payment Update Asset Spreadsheet



Authority Board Agenda Summary

MEETING DATE: December 21, 20221

AGENDA ITEM: Resolution 21-16 - Adopting the 2022 Jefferson Transit Authority Board Meeting Schedule

SUBMITTED BY: Sj Peck TITLE: Clerk of the Board

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 21-16
2022 Authority Board Meeting Schedule

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Timothy Rubel*

RECOMMENDATION: Approve

SUMMARY STATEMENT:

This Resolution adopts the 2022 Authority Board Meeting schedule. Meetings will be held on the 3rd Tuesday of every other month: February, April, June, August, October and December, with two budget meetings in November.

RECOMMENDED ACTION/MOTION:

Motion: To approve Resolution 21-16 adopting the 2022 Authority Board Meeting Schedule

**Jefferson Transit Authority
Resolution No. 21-16**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", establishing the schedule for regular meetings of the Authority for 2022

WHEREAS, the Authority holds regular monthly meetings on the 3rd Tuesday of every other month beginning in February, which are open to the public; and

WHEREAS, the need exists to establish a published schedule of said meetings;

NOW THEREFORE, BE IT RESOLVED by the Jefferson Transit Authority Board that the regular monthly meetings for the 2022 calendar year be established as follows:

The monthly public meetings shall be held at the times and locations as outlined on the attached schedule. Meeting changes and special meetings will be published as required by law.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on December 21, 2022.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

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Jefferson Transit Authority Board Meeting Schedule 2022

The **Jefferson Transit Authority Board** (JTA) meets on the 3rd Tuesday of every other month at 1:30 pm. These meetings will be held virtually until further notice. The meeting link will be posted at www.jeffersontransit.com prior to the meeting.

February 15

April 19

June 21

July 19 – Public Hearing

August 16

October 18

November 1 – Budget Workshop

November 15 – Public Hearing

December 20

JTA will advertise any changes to this schedule or location in the Legal Notices section of the Port Townsend Leader, and post changes on our website at www.jeffersontransit.com.



Authority Board Agenda Summary

MEETING DATE: December 21, 2021

AGENDA ITEM: Resolution 21-17: To adopt the 2022 Operating and Capital Budget

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/
ATTACHMENTS:

Resolution 21-17
2022 Operating and Capital Budgets

BUDGETARY IMPACT (if applicable) BUDGETED: See below

EXPENDITURE REQUIRED: See below FUNDING SOURCE: See below

REVIEWED BY: 

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

A Resolution of the Board of Directors of the Jefferson County Public Transportation Benefit Area adopting the 2022 Operating and Capital Budget.
Capital Budget Expenditures: \$3,871,141
Operating Budget Expenditures: \$6,218,796

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Resolution 21-17: To adopt the 2022 Operating and Capital Budget

**Jefferson Transit Authority
Resolution No. 21-17**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt its 2022 Operating and Capital Budget.

WHEREAS, the State of Washington requires that the Authority annually adopt budgets covering the programs and activities of the Authority; and

WHEREAS, public comment has been taken regarding the proposed budget at legally advertised public hearings on November 16, 2021 and November 30, 2021;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Jefferson County Public Transportation Benefit Area that the following capital and operating budgets be adopted for 2022.

Operating Fund Budget. Total expenses of \$6,218,796, total operating revenues of \$41,904, and total non-operating revenues of \$8,940,236. The schedule of planned expenditures and projected revenues is attached as Exhibit 1.

Capital Fund Budget. Total expenditures \$3,871,141, total expected grant funding revenues \$1,388,301, total JTA reserve funding transfers \$2,482,840.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on December 21, 2022.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

DRAFT

Statement of Capital Outlays, Revenues and Contributions
2022 Capital Budget
Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total
CAPITAL EXPENSES				
Capital Assets - Land				
		0	0	0
Capital Project - Facility				
Engineering/Design - Final Design and Construction Phase - Additional Maintenance Bay	2020	150,000	0	150,000
Construction 3rd Maintenance Bay	2022	700,000	0	700,000
		850,000	0	850,000
Capital Project - System Wide				
		0	0	0
Capital Assets - Other Building & Structures				
Facilities Maintenance Building/Training Area	2021	800,000		800,000
Radio Project - Maynard Mountain Repeater (Final Cleanup)	2019	10,000		10,000
Security Cameras (HPTC/63 4 Corners)	2019	35,000		35,000
New Shelters	Ongoing	45,000		45,000
Charging Infrastructure (Estimate)	2022	100,000		100,000
		990,000	0	990,000
Capital Assets - Revenue Vehicles				
1 Full size 30' Fixed route buses (STP-Flex, Replacement)	2020	93,840	419,301	513,141
1 Full size 29' Cut-away - JTOC Service	2022	28,000	112,000	140,000
1 Trolley-Style Fixed Route Bus (JTA Funded) Retro Fitted Electric	2022	10,000	750,000	760,000
DAR Replacement Cut-a-ways Grant Funded (307)	2022	10,000	107,000	117,000
DAR Replacement Cut-a-ways JTA Funded (308)	2022	90,000		90,000
Major Component Replacement	Ongoing	150,000		150,000
		381,840	1,388,301	1,770,141
Capital Assets - Service Vehicles				
Administration Vehicles - AWD - Electric (Replace 802/57)	2022	115,000		115,000
Vehicle Maintenance Pick-up Truck	2022	46,000		46,000
		161,000	0	161,000
Capital Assets - Service Equipment				
Tire Carousel	2022	50,000		50,000
Vehicle Lifts	2022	50,000		50,000
		100,000	0	100,000
Capital Assets - Office Furniture & Equipment				
		0	0	0
Capital Assets - Construction in Progress				
		0	0	0
TOTAL CAPITAL EXPENSES		2,482,840	1,388,301	3,871,141

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2022 Operating Budget

	2022 Budget Compared to 2021 Budget	2021 Budget	2022 Budget
OPERATING REVENUES:			
PASSENGER FARES FOR TRANSIT SERVICES	37.48%	30,480	41,904
OTHER TRANSIT FARES	0.00%	0	0
CHARTER SERVICE REVENUES	0.00%	0	0
AUXILIARY TRANSPORTATION REVENUES	0.00%	0	0
Total Operating Revenues	37.48%	30,480	41,904
OPERATING EXPENSES:			
LABOR	9.2%	2,581,957	2,820,063
BENEFITS	7.1%	1,837,819	1,968,641
SERVICES AND USER FEES	(9.7%)	404,765	365,655
MATERIALS AND SUPPLIES CONSUMED	(2.8%)	610,610	593,310
UTILITIES	(0.5%)	89,053	88,620
CASUALTY AND LIABILITY COSTS	(20.4%)	157,000	125,000
TAXES	4.8%	4,592	4,812
PURCHASED TRANSPORTATION SERVICE	0.0%	0	0
MISCELLANEOUS EXPENSES	2.1%	220,030	224,545
LEASES AND RENTALS	21.3%	23,216	28,150
Total Operating Expenses	4.9%	5,929,042	6,218,796
OPERATING INCOME (LOSS)	0.00%	(5,898,562)	(6,176,892)
NONOPERATING REVENUES (EXPENSES)			
NONTRANSPORTATION REVENUES	(63.81%)	25,200	9,120
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	5.93%	4,720,000	5,000,000
LOCAL GRANTS AND CONTRIBUTIONS	0.00%	18,000	18,000
STATE GRANTS AND CONTRIBUTIONS	0.00%	250,464	0
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	204.96%	1,283,160	3,913,116
Total Nonoperating Revenues (Expenses)	41.98%	6,296,824	8,940,236



Authority Board Agenda Summary

MEETING DATE: December 21, 2021

AGENDA ITEM: Resolution 21-18: PTD0504 Consolidated Grant Agreement

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 21-18
Consolidated Grant PTD0504

BUDGETARY IMPACT (if applicable) BUDGETED: \$856,041

EXPENDITURE REQUIRED: \$856,041 FUNDING SOURCE: FTA 5339 funding and
JTA match funding

REVIEWED BY: *Jammi Rubert*

RECOMMENDATION: Approve COMMENTS:

SUMMARY
STATEMENT:

JTA has been awarded funds from the Consolidated Grant Program to purchase one (1) Electric Trolley and one (1) diesel powered, light-duty cutaway vehicle for Dial-A-Ride Services. Resolution 21-18 authorizes the Authority Chair to sign and execute Grant Agreement PTD0504.

RECOMMENDED
ACTION/MOTION:

Motion: Approve Resolution 21-18 authorizing the Chair of the Authority to sign Grant Agreement PTD0504.

JEFFERSON TRANSIT AUTHORITY
RESOLUTION 21-18
PTD0504 Consolidated Grant Agreement

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A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", authorizing the Authority Chair to sign and execute Grant Agreement PTD0504

WHEREAS, Jefferson Transit Authority has been awarded funding through the Washington State Department of Transportation Consolidated Grant Program to purchase one (1) Electric Trolley and one (1) diesel powered, light-duty cutaway vehicle for Dial-A-Ride Services; and

WHEREAS, matching funds have been allocated by the Authority, sufficient to meet the required funding match and purchase the vehicle;

NOW, THEREFORE, BE IT RESOLVED, that the Chair of the Authority is hereby authorized to sign the Grant Agreement PTD0504 (Attachment A) with the Washington State Department of Transportation.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on December 21, 2021.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Public Transportation Division
 310 Maple Park Avenue S.E.
 P.O. Box 47387
 Olympia, WA 98504-7387

WSDOT Contact: Alan Soicher
 WSDOT E-mail: SoicheA@wsdot.wa.gov
 WSDOT Phone: 360-333-8946

Consolidated Grant Program Capital Grant Agreement			
Agreement Number	PTD0504	Contractor: Jefferson Transit Authority dba Jefferson Transit 63 4 Corners Road Port Townsend, WA 98368	Contact: Tammi Rubert Email: TRubert@jeffersontransit.com
Term of Agreement	July 1, 2021 through the useful life of the Project Equipment		
Vendor #	911124781		
CFDA #	N/A		
DUNS	102852019		
Service Area	Jefferson County		

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter "WSDOT," and the Contractor identified above, hereinafter the "CONTRACTOR," individually the "PARTY" and collectively the "PARTIES."

WHEREAS, the State of Washington in its Sessions Laws of 2021, Chapter 333 Section 220 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2021-2023 biennial appropriations to WSDOT; and

WHEREAS, the CONTRACTOR has requested funds for the project(s) or program(s) shown under the heading titled "Funding by Project" (hereinafter known as the "Project(s)") which has been selected by WSDOT for funding assistance.

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

**Section 1
SCOPE OF WORK AND BUDGET**

Funding by Project

Project Title: One (1) Electric Trolley and one (1) Light Duty, Diesel Powered Cutaway.
UPIN # PTD0504

Scope of Work: Purchase one (1) electric trolley for the downtown shuttle route, and one (1) light duty, diesel powered cutaway for Dial-A-Ride services. The capital equipment/vehicle purchases will support special needs transportation.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	65%	\$ 554,703		\$ 554,703
Paratransit Special Needs Transit Formula Funds	N/A	35%	\$ 301,338		\$ 301,338
Contractor's Funds	N/A	0%	\$ -		\$ -
Total Project Cost		100%	\$ 856,041	\$ -	\$ 856,041

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2021-2023 biennium.

Section 2

Purpose of Agreement

A. The purpose of this AGREEMENT is for WSDOT to provide funding to the CONTRACTOR for the acquisition and operation of equipment to be used in the provision of public transportation services that meet the needs of persons in the State of Washington.

B. On projects where WSDOT is providing only state funds and the CONTRACTOR is using funds received directly from the federal government as their share or part thereof on the project, the CONTRACTOR must assume full responsibility for complying with all federal rules and regulations. If the CONTRACTOR is found in non-compliance with federal rules and regulations, the CONTRACTOR shall provide a written notification to WSDOT supplying details related to the non-compliance. Both parties will analyze and determine the impact on the scope, schedule, and funding of the project. Remedies required up to and including return of funds will be identified to ensure the project's scope of work is met as intended.

Section 3

Scope of Project

The CONTRACTOR shall undertake and complete the Project as described and detailed in Section 1. The CONTRACTOR shall operate the equipment in the service area as described in Section 1.

Section 4

General Compliance Assurance

The CONTRACTOR agrees to comply with all instructions as prescribed in WSDOT's *Consolidated Grants Program Guidebook*, hereinafter referred to as the "Guidebook", and any amendments thereto, found at <https://wsdot.wa.gov/transit/grants/apply-manage-your-grant>, which by this reference is incorporated herein as if fully set forth in this AGREEMENT.

The CONTRACTOR agrees that WSDOT, and/or any authorized WSDOT representative, shall have not only the right to monitor the compliance of the CONTRACTOR with respect to the provisions of this AGREEMENT but also have the right to seek judicial enforcement with regard to any matter arising under this AGREEMENT.

Section 5

Term of Agreement

The Project period shall begin on the date shown in the caption space header titled "Term of Agreement" and shall continue through the useful life of the Project Equipment regardless of the date of signature and execution of this AGREEMENT, unless terminated as provided herein. WSDOT has defined the useful life of vehicles in the Vehicle Disposition Schedule in the Guidebook, and any amendments thereto. Equipment (non-vehicles) useful life will be determined by WSDOT taking into consideration the manufacturer's recommended lifecycle.

Section 6

Contractor's Share of Project Costs

A. The Total Project Cost shall not exceed the amounts detailed in Section 1. The CONTRACTOR agrees to expend eligible funds, together with any Contractor's Funds allocated for the Project, in an amount sufficient to complete the Project. The CONTRACTOR agrees to expend eligible funds, together with other funds allocated for the Project, in an amount sufficient to complete the Project as detailed in Section 1. If at any time the CONTRACTOR becomes aware that the cost of the Project will exceed or be less than the amount identified in Section 1, the CONTRACTOR shall notify WSDOT in writing within thirty (30) calendar days of making that determination. Nothing in Section 6(A), shall preclude the requirements specified in Section 7(C) for payments at the end of the biennium.

B. **Minimum Match:** The CONTRACTOR is required to provide a minimum match of funds for the Project as identified in Section 1.

Section 7 Reimbursement and Payment

A. State and/ or federal funds shall be used to reimburse the CONTRACTOR for allowable expenses incurred in completing the Project as described in Section 1. Allowable Project expenses shall be determined by WSDOT as described in the Guidebook. In no event shall the total amount reimbursed by WSDOT exceed the amounts identified in Section 1.

B. Payment will be made by WSDOT on a reimbursable basis for actual net Project costs incurred within the timeframe in the caption space titled "Term of Agreement." Such costs to be reimbursed shall be calculated as described in the Guidebook. WSDOT shall make no payments for costs incurred prior to the beginning or after the end date of the "Term of the Agreement" as set forth in the caption space header above. The CONTRACTOR shall submit an invoice detailing and supporting the costs incurred. If approved by WSDOT, said invoices shall be paid by WSDOT within thirty (30) days of submission to WSDOT. Payment is subject to the submission to and approval by WSDOT of appropriate invoices, reports, and financial summaries. Any financial summaries submitted to WSDOT must include a record of the actual costs.

C. The CONTRACTOR shall submit an invoice for completed work in the same state fiscal period, as defined in RCW 43.88, starting on July 1 and ending on June 30 the following year within the timeframe set forth in the caption space header of this AGREEMENT entitled "Term of Agreement" during which the work was performed. Reimbursement requests must be received by July 15 of each state fiscal period. If the CONTRACTOR is unable to provide an invoice by this date, the CONTRACTOR shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

D. For vehicle purchases, the titles shall designate WSDOT as the legal owner and the CONTRACTOR as the registered owner through the project period. Subject to the CONTRACTOR's compliance with all terms of this AGREEMENT, WSDOT will release the interest of ownership of the Project Equipment to the CONTRACTOR in writing thirty (30) days from the end of the useful life of the Project Equipment, as defined in the Guidebook.

Section 8 Purchases

The CONTRACTOR shall make purchases of any Project Equipment pursuant to this AGREEMENT through procurement procedures approved in advance in writing by WSDOT.

Section 9 Inspection Upon Delivery

The CONTRACTOR shall inspect any Project Equipment purchased pursuant to this AGREEMENT at the time of delivery to the CONTRACTOR. The CONTRACTOR has 15 calendar days from delivery to either accept or reject the Project Equipment. If rejected, the CONTRACTOR shall provide a written notice specifying the Project Equipment deficiencies to its vendor and WSDOT, allowing the vendor a reasonable amount of time to cure the deficiencies or defect. Upon receipt and acceptance of Project Equipment, the CONTRACTOR agrees that it has fully inspected the Project Equipment and accepts it as suitable for the purpose under this AGREEMENT, as being in good condition and state of good repair and that the CONTRACTOR is satisfied with the Project Equipment and that the Project Equipment complies with all applicable regulations, rules, and laws. Payment to the vendor must occur within thirty (30) calendar days of the Project Equipment acceptance.

Section 10

Miscellaneous Charges and Conditions

The CONTRACTOR shall pay and be solely responsible for all storage charges, parking charges, late fees, and fines, as well as any fees (including vehicle registration, license, safety and emission control inspection fees), and taxes, except applicable state sales or use tax, which may be imposed with respect to the Project Equipment by a duly constituted governmental authority as the result of the CONTRACTOR's use or intended use of the Project Equipment. Required visual and road test inspection fees on vehicles for acceptance and software licensing use fees are eligible for reimbursement. All replacements, repairs, or substitutions of parts or Project Equipment shall be at the cost and expense of the CONTRACTOR.

Section 11

Assignments and Subcontracts

A. The CONTRACTOR shall submit to WSDOT a copy of any contract, amendment, or change order thereto pertaining to this Project for review and documentation. This includes any completed Project facilities and/or infrastructure under this AGREEMENT, or other actions obligating the CONTRACTOR in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT, including any leasing and/or lending the Project or any part thereof to be used by anyone not under the CONTRACTOR's direct supervision.

B. The CONTRACTOR agrees to include all applicable sections of the AGREEMENT such as Sections 11 through 24, and Section 30 of this AGREEMENT in each subcontract and in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT.

Section 12

Reports and Use of Project Equipment

A. The CONTRACTOR agrees that the Project Equipment shall be used for the provision of transportation service within the area described in the caption space header titled "Service Area," for the Project Equipment's useful life as set forth in Section 5 – Term of Agreement of this AGREEMENT. The CONTRACTOR further agrees that it will not use or permit the use of the Project Equipment in a negligent manner or in violation of any law, or so as to avoid any insurance covering the same, or permit the Project Equipment to become subject to any lien, charge, or encumbrance. Should the CONTRACTOR unreasonably delay or fail to use the Project Equipment during the useful life of the Project Equipment, the CONTRACTOR agrees that it may be required to refund up to the entire amount of the state share expended on the Project. The CONTRACTOR shall immediately notify WSDOT when any Project Equipment is withdrawn from Project use or when Project Equipment is used in a manner substantially different from that identified in Section 1. If the Project Equipment is permanently removed from transportation service, the CONTRACTOR agrees to immediately contact WSDOT for instructions regarding the disposal of the Project Equipment.

B. **Reports.** The CONTRACTOR shall prepare any required quarterly reports regarding services provided pursuant to this AGREEMENT and other related information as prescribed in the Guidebook, or as requested by WSDOT. The CONTRACTOR shall keep satisfactory written records with regard to the use of Project Equipment and shall submit the following reports in a format and at such times as prescribed by WSDOT until the useful life of the Project Equipment expires:

1. Reports describing the current usage of Project Equipment include, but are not limited to:
 - a) Project Passenger Trips Provided
 - b) Project Service Hours Provided
 - c) Project Revenue Service Miles Provided
 - d) Asset Management Plan
 - e) Vehicle or Equipment Inventory

2. If alcohol/drugs potentially contributed to the damage of the Project Equipment, such that drug/alcohol testing was triggered/required/needed in order to determine if the drug/alcohol use contributed to the damage, then the Contractor has to let WSDOT know that as well.

3. The CONTRACTOR shall collect and submit to WSDOT, at such time as WSDOT may require, such financial statements, data, records, contracts, and other documents related to the Project as may be deemed necessary by WSDOT.

C. If the project is receiving Transit Coordination or Regional Mobility grant funds, in addition to the requirements from subsection A, the CONTRACTOR shall submit a mutually agreeable Performance Measurement Plan to WSDOT.

D. **Remedies for Misuse or Noncompliance.** The CONTRACTOR shall not use any Project Equipment in a manner materially different from that described in Section 1, and the "Service Area" identified in the AGREEMENT header of this AGREEMENT. If WSDOT determines that Project Equipment has been used in a manner materially different from that described in Section 1 and/or the "Service Area" identified in the caption space header above, WSDOT may direct the CONTRACTOR to dispose of the Project Equipment acquired by the CONTRACTOR. WSDOT may also withhold payments should it determine that the CONTRACTOR has failed to materially comply with any provision of this AGREEMENT.

Section 13

Maintenance of Project Equipment

The CONTRACTOR shall make all necessary repairs and reasonably maintain the Project Equipment to assure it remains in good and operational condition for the useful life of the Project Equipment. All service, materials, and repairs in connection with the use and operation of the Project Equipment during its useful life shall be at the CONTRACTOR's expense. CONTRACTORS who are transit agencies must also have a Transit Asset Management Plan certified by WSDOT. All other CONTRACTORS must have a WSDOT-approved written Vehicle Maintenance Plan or submit one to WSDOT for approval by October 1, 2021, or prior to the receipt of their first grant-funded vehicle. The CONTRACTOR agrees to, at a minimum, service the Project Equipment and replace parts at intervals recommended in the manual provided by the manufacturer of the Project Equipment, or sooner if needed. The CONTRACTOR shall take the Project Equipment to an appropriate service and repair facility for any service and repair under the manufacturer's warranty, if applicable. WSDOT shall not be liable for repairs. The CONTRACTOR shall retain records of all maintenance and parts replacement performed on the Project Equipment in accordance with Section 20, Audits, Inspection, and Retention of Records. The CONTRACTOR shall provide copies of such records to WSDOT, upon request.

Section 14

No Obligation by the State Government

No contract between the CONTRACTOR and its subcontractors shall create any obligation or liability for WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof.

Section 15

Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

Section 16

Ethics

A. **Relationships with Employees and Officers of WSDOT.** The CONTRACTOR shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall CONTRACTOR knowingly rent or purchase any equipment and materials from any employee or officer of WSDOT.

B. **Employment of Former WSDOT Employees.** The CONTRACTOR hereby warrants that it shall not employ on a full-time, part-time, or other basis during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without written consent of WSDOT.

Section 17

Compliance with Laws and Regulations

The CONTRACTOR agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The CONTRACTOR will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the CONTRACTOR to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violate state or local law, or would require the CONTRACTOR to violate state or local law, the CONTRACTOR agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the CONTRACTOR agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the AGREEMENT.

Section 18

Environmental Requirements

The CONTRACTOR agrees to comply with all applicable requirements of chapter 43.21C RCW "State Environmental Policy Act" (SEPA).

Section 19

Accounting Records

A. **Project Accounts.** The CONTRACTOR agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The CONTRACTOR agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project.

B. **Documentation of Project Costs and Program Income.** The CONTRACTOR agrees to support all allowable costs charged to the Project, including any approved services contributed by the CONTRACTOR or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The CONTRACTOR also agrees to maintain accurate records of all program income derived from implementing the Project.

Section 20

Audits, Inspection, and Retention of Records

A. **Submission of Proceedings, Contracts, Agreements, and Other Documents.** During the term of the Project and for six (6) years thereafter, the CONTRACTOR agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project as WSDOT may require. Project closeout does not alter these recording and record-

keeping requirements. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six-year period then the CONTRACTOR's obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

B. **General Audit Requirements.** The CONTRACTOR agrees to obtain any other audits required by WSDOT at CONTRACTOR's expense. Project closeout will not alter the CONTRACTOR's audit responsibilities.

C. **Inspection.** The CONTRACTOR agrees to permit WSDOT and the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, and other data, and to audit the books, records, and accounts of the CONTRACTOR and its subcontractors pertaining to the Project. The CONTRACTOR agrees to require each third party to permit WSDOT, and the State Auditor or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project.

**Section 21
Labor Provisions**

Overtime Requirements. No CONTRACTOR or subcontractor contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek. CONTRACTOR will comply with all applicable provisions of Title 49 RCW, Labor Regulations.

**Section 22
Liens on Project Equipment**

WSDOT shall be listed as the legal owner on titles and hold titles for all vehicles the CONTRACTOR acquires using federal funds through WSDOT's grant program. WSDOT will have legal ownership to any non-vehicle Project Equipment the CONTRACTOR acquires or modifies using the "Federal and/or State Funds" identified in Section 1. When the Contractor acquires vehicles using state funds provided through WSDOT's grant program, WSDOT may within its discretion, allow the CONTRACTOR to be listed as the legal owner and hold title. In all cases, WSDOT will maintain a copy of titles for all funded vehicles under this agreement and oversight responsibility on those vehicles through their useful life. The CONTRACTOR accepts WSDOT's legal ownership of the Project Equipment during its useful life and agrees that it shall not use the Project Equipment as collateral, nor shall the CONTRACTOR encumber the Project Equipment in any way. The CONTRACTOR shall follow the terms stated in Section 11A regarding use and disposal of all Project Equipment. For equipment (non-vehicles), WSDOT's lien shall equal the proportional Federal and/or State funded share, as identified in this AGREEMENT, of the disposable value of the Project Equipment. Satisfaction of WSDOT's lien may be satisfied only by proper disposal of the Project Equipment in a manner determined by WSDOT.

**Section 23
Loss or Damage to Project Equipment**

A. The CONTRACTOR, at its own expense, shall cover any loss, theft, damage, or destruction of the Project Equipment using either of the following methods:

1. The CONTRACTOR shall maintain comprehensive and collision insurance for vehicles and property insurance for non-vehicle equipment adequate to cover the value of the Project Equipment; the CONTRACTOR shall supply a copy of the Certificate of Insurance specifying such coverage to

WSDOT with the first request for reimbursement, and supply proof of renewal, annually thereafter;
or

2. The CONTRACTOR shall provide a written certificate of self-insurance to WSDOT with the first request for reimbursement, annually thereafter. The CONTRACTOR will cover from its own resources the costs of repairing or replacing any Project Equipment, if it is stolen, damaged, or destroyed in any manner.

B. If the damage to the Project Equipment does not result in a total loss, payments for damage shall be paid directly to the CONTRACTOR. The CONTRACTOR shall, within thirty (30) days, either:

1. Devote all of the insurance proceeds received to repair the Project Equipment and place it back in service, and the CONTRACTOR shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or

2. In the event the CONTRACTOR certified to self- insurance, devote all funds necessary to repair the Project Equipment and place it back into service.

C. If the Project Equipment is a total loss, either by theft or damage, the insurance proceeds or equivalent shall be paid directly to WSDOT. The CONTRACTOR shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

1. Intends to replace the lost Project Equipment; or

2. Does not intend to replace the lost Project Equipment.

D. If WSDOT determines that the total loss occurred under circumstances in which the CONTRACTOR fulfilled its obligations under this AGREEMENT, WSDOT may reimburse the CONTRACTOR for its proportionate share of the proceeds.

E. Coverage, if obtained or provided by the CONTRACTOR in compliance with this section, shall not be deemed as having relieved the CONTRACTOR of any liability in excess of such coverage as required by the limitation of liability section of this AGREEMENT, or otherwise.

Section 24

Changed Conditions Affecting Performance

The CONTRACTOR hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 25

Coordination of Special Needs Transportation

It is the policy of WSDOT to actively support coordination of special needs transportation in the state. As a condition of assistance, the CONTRACTOR is required to participate in local coordinated planning as led by CONTRACTOR's relevant Metropolitan Planning Organization (MPO) and/or Regional Transportation Planning Organization (RTPO). Persons with special transportation needs means those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation.

Section 26

Disputes

A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of CONTRACTOR's receipt of WSDOT's written decision, the CONTRACTOR mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The CONTRACTOR's appeal shall be decided

in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

B. **Performance During Dispute.** Unless otherwise directed by WSDOT, CONTRACTOR shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages.** Should either PARTY to this AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within thirty (30) days after the first observance of such injury or damage.

D. **Rights and Remedies.** All remedies provided in this AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by WSDOT or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under this AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Section 27 Termination

A. **Termination for Convenience.** WSDOT and/or the CONTRACTOR may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the CONTRACTOR shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. The requisite funding becomes unavailable through failure of appropriation or otherwise;
2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
3. The CONTRACTOR is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
4. The CONTRACTOR is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the CONTRACTOR; or
5. The State Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project;
6. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the CONTRACTOR for all costs payable under this AGREEMENT that the CONTRACTOR properly incurred prior to termination. The CONTRACTOR shall promptly submit its claim for reimbursement to WSDOT. If the CONTRACTOR has any property in its possession belonging to WSDOT, the CONTRACTOR will account for the same, and dispose of it in the manner WSDOT directs.

B. **Termination for Default.** WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the CONTRACTOR, if the CONTRACTOR materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Abuses or misuses the Project Equipment, including, but not limited to:
 - a) Failure to maintain the Project Equipment according to the manufacturer's standards;
 - b) Failure to repair damages or replace defective or broken parts in a timely manner;
 - c) Failure to take any necessary and reasonable action which could affect the ability of the Project Equipment to perform its designated function or takes any action which could shorten its useful life for Project use or otherwise; or
 - d) Failure to make reasonable and appropriate use of the Project real property, facilities, or equipment.
4. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
5. Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in material violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default hereunder. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT may: (a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

C. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

D. In the event that WSDOT elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

E. If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, "Term of Agreement", WSDOT and the CONTRACTOR shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

Section 28

Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

**Section 29
Lack of Waiver**

In no event shall any WSDOT payment of grant funds to the CONTRACTOR constitute or be construed as a waiver by WSDOT of any CONTRACTOR breach, or default. Such payment shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default.

**Section 30
Limitation of Liability**

A. The CONTRACTOR shall indemnify, defend, and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT arising out of, in connection with or incident to the execution of this AGREEMENT and/or the CONTRACTOR's performance or failure to perform any aspect of this AGREEMENT. This indemnity and defense provision applies to all claims against WSDOT, its agents, employees and officers arising out of, in connection with or incident to the negligent acts or omissions of the CONTRACTOR, its agents, employees, officers and subcontractors of any tier. Provided, however, that nothing herein shall require the CONTRACTOR to indemnify, defend, and hold harmless or defend WSDOT, its agents, employees or officers to the extent that claims are caused by the negligent acts or omissions of WSDOT, its agents, employees or officers; and provided further that if such claims result from the concurrent negligence of (a) the CONTRACTOR its employees, agents, officers or contractors and (b) the STATE, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity and defense provisions provided herein shall be valid and enforceable only to the extent of the negligence of the PARTY, its employees, officers, authorized agents, and/or contractors. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.

B. The CONTRACTOR shall be deemed an independent contractor for all purposes, and the employees of the CONTRACTOR or its subcontractors and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.

C. The CONTRACTOR agrees that its obligations under this AGREEMENT extend to any claim, demand, and/or cause of action by, or on behalf of its employees or agents while performing under this AGREEMENT. For this purpose, the CONTRACTOR, by MUTUAL NEGOTIATION, hereby waives any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions in Title 51 RCW.

D. In the event either the CONTRACTOR or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

**Section 31
Agreement Modifications**

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such written amendment to this AGREEMENT shall not be binding or valid unless signed by the persons authorized to bind from each of the PARTIES. Provided, however, that changes to the federal award identification number, DUNS, project title, federal ID number, CFDA number, milestones, UPIN the contact person of either PARTY, or dollar amount changes that do not affect the project total cost, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the CONTRACTOR of the revision in writing.

**Section 32
WSDOT Advice**

The CONTRACTOR bears complete responsibility for the administration and success of the Project as defined by this AGREEMENT and any amendments thereto. If the CONTRACTOR solicits advice from WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the CONTRACTOR for the correct administration and success of the Project, and WSDOT shall not be held liable for offering advice to the CONTRACTOR.

**Section 33
Venue and Process**

In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

**Section 34
Subrogation**

A. **Prior to Subrogation.** WSDOT may require the CONTRACTOR to take such reasonable action as may be necessary or appropriate to preserve the CONTRACTOR's right to recover damages from any person or organization alleged to be legally responsible for injury to the Project Equipment or other property in which WSDOT has a financial interest.

B. **Subrogation.** WSDOT may require the CONTRACTOR to assign to WSDOT all right of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the CONTRACTOR shall execute, deliver, and do whatever else reasonably necessary to secure WSDOT's rights. The CONTRACTOR shall do nothing after any loss to intentionally prejudice the rights of WSDOT.

C. **Duties of the CONTRACTOR.** If WSDOT has exercised its right of subrogation, the CONTRACTOR shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT due to damage of Project Equipment. The CONTRACTOR shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

**Section 35
Counterparts**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect.

**Section 36
Complete Agreement**

This document contains all covenants, stipulations, and provisions agreed upon by the PARTIES. No agent or representative of WSDOT or the CONTRACTOR has authority to make, and neither WSDOT nor the CONTRACTOR shall be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

**Section 37
Severability**

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or any part thereof, which in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

**Section 38
Execution**

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation and Rail Division, or as a designee.

**Section 39
Order of Precedence**

Any conflict or inconsistency in this AGREEMENT and its attachments will be resolved by giving documents precedence in the following order:

1. Federal Law
2. Exhibit I, Federal Provisions, if applicable
3. State law
4. This AGREEMENT
5. The Guidebook

**Section 40
Agreement Close Out**

The CONTRACTOR shall notify WSDOT if the AGREEMENT is completed prior to the end date set forth in the caption header, "Term of Agreement" by written notification and in its capital Quarterly Progress Report, as referenced in the Guidebook, in which the project is completed. WSDOT will prepare an amendment to modify the AGREEMENT to reflect the actual amount spent and the Project completion date.

**Section 41
Binding Agreement**

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agency(ies) and or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year signed last below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

By: _____
Brian Lagerberg, Director
Public Transportation Division

Authorized Representative

Title:

Print Name:

Date

Date

2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1268	1096	1183	1455	1502	1201	1202	1511	1355	1179	1183	1178	15313	1276
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25
JTOC Mileage	12520	10825	12123	12465	12402	11581	12036	12697	11379	12218	11217	11972	143435	11953
Notes: Feb - two days early closure due to snow														
Ridership 2018 compared to 2019, decrease of 5.6%														

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	1058	997	996	284	187	306	314	308	367	357	315	340	5829	486
#Days In Service	26	25	26	22	20	22	23	21	21	22	19	22	269	22
JTOC Mileage	12229	11711	12003	5854	5460	5986	7193	8638	8572	9328	8010	9288	104272	8689
Notes: Snow week of January 13th CV19- March 30th reduced service July 22- 7:00am service restored.														
Ridership 2019 compared to 2020, decrease of 62.6%														

2021	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	326	372	464	477	558	484	590	520	523	477	413		5204	473
#Days In Service	21	23	27	26	25	26	27	26	25	26	22		274	25
JTOC Mileage	9444	10894	12923	12365	11692	12420	12697	12406	11902	12278	9864		128885	11717

Notes:

January 19, 2021 JTOC returned to full schedule
November 15-16 No service due to rain/wind storm

2019 Ridership Total Including JTOC 286,956														2.8% increase in JT fixed route service, 5.6% decrease in JTOC service	
2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average	
#1 Brinnon	1541	1172	1313	1541	1423	1351	1256	1419	1309	1468	1105	1099	15997	1333	
#11 Shuttle	5559	4616	5692	5898	5950	6184	6597	6809	5388	5920	5186	5212	69011	5751	
#2 Ft. Worden	1694	1383	1680	1727	1820	1966	2051	2037	1640	1620	1431	1421	20450	1704	
#3 Castle Hill	1441	1204	1540	1650	1574	1727	1723	1791	1584	1703	1431	1391	18759	1563	
#4 Upper Sims Loop	3590	3100	3571	3798	3584	3334	3343	3735	3120	3437	3350	3455	41387	3450	
#6A Tri Area	1264	1122	1341	1485	1473	1326	1284	1405	1263	1616	1290	1208	16078	1340	
#6B Tri Area	1163	989	1238	1267	1292	1284	1270	1413	1084	1174	1005	1117	14296	1191	
#7 Poulsbo	1823	1605	1998	2015	1943	1839	2057	2302	1926	2016	1746	1634	22904	1909	
#8 Sequim	1716	1374	1645	1611	1640	1537	1718	1975	1647	1861	1580	1470	19772	1648	
Wooden Boat									4979				4979		
Riders	19791	16565	19998	20993	20679	20548	21297	22886	23940	20815	18124	18007	243643	20304	
Average Per Day	761.19	720.22	769.15	807.42	795.35	821.92	819.12	847.63	997.50	770.93	755.17	720.28	798.83		
On Time Performance	94.96	95.39	93.96	90.07	86.84	87.22	87.91	90.21	88.84	89.69	91.47	89.72	87.07	90.52	
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25.42	
Mileage	39041	35624	38319	39037	39056	36660	38990	39859	35765	40597	35050	37376	455374	37948	

2019 Notes

Feb 9, 2019 All JTA routes Cancelled due to SNOW

Feb 11, 2019 JTA 11A at 0740 missed due to snow/Closed JTOC service at 10:00, last three JTOC routes of the day Cancelled due to SNOW

2020 Ridership Total Including JTOC 106,716														58.5 % decrease in JT fixed route service, 62.6% decrease in JTOC service	
2020	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average	
#1 Brinnon	1206	1333	1004	285	230	299	307	307	280	399	449	538	6617	551	
#11 Shuttle	5230	5079	3425	1016	854	1169	1348	1478	1414	1548	2015	2356	26932	2244	
#2 Ft. Worden	1470	1498	949	302	338	351	483	356	353	366	644	754	7864	655	
#3 Castle Hill	1351	1428	887	232	347	452	532	349	372	435	649	810	7844	654	
#4 Upper Sims Loop	3372	3416	2322	678	645	923	985	911	889	957	1467	1691	18256	1521	
#6A Tri Area	1250	1370	1075	499	479	511	579	505	493	533	526	627	8447	704	
#6B Tri Area	1091	1101	851	284	288	324	309	296	259	313	562	615	6293	524	
#7 Poulsbo	1601	1880	1156	402	443	476	471	486	478	440	509	708	9030	753	
#8 Sequim	1536	1491	1029	516	555	654	665	671	613	613	641	734	9718	810	
Wooden Boat									CV18				CV19		
Riders	18107	18576	12698	4194	4179	5159	5679	5359	5151	5604	7462	8833	101001	8417	
Average Per Day	696.42	743.04	488.38	190.64	208.95	234.50	246.91	255.19	245.29	254.73	324.43	339.73	364.62		
On Time Performance	89.68	91.3	92.34	91.84	88.69	94.81	94.51	89.17	87.2	93.18	96.4	96.1	92.1	92.20	
#Days In Service	26	25	26	22	20	22	23	21	21	22	23	26	277	23	
Mileage	38539	36660	36988	15423	13992	15383	16090.8	14692	14692	15391	34160	38991	291001	44769	

2020 Notes

Week of January 13th, 2020 snow storm, ridership for the week was down approx 600 riders

1/31/2020 Bridge Closure due to winds, closure approx 7 hours, last two Poulsbo routes unable to go to Viking TC

3/30/20 began reduced service due to COVID-19

11/2/2020- Returned to full/regular Monday-Saturday service.

2021	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	492	636	670	760	725	812	825	945	863	855	844		8427	766
#11 Shuttle	2193	2040	2906	2737	2462	3013	3481	3496	2964	3128	2697		31117	2829
#2 Ft. Worden	753	678	815	961	891	997	1253	1179	1008	1042	1030		10607	964
#3 Castle Hill	827	786	1043	1039	993	1031	1186	1078	999	1157	784		10923	993
#4 Upper Sims Loop	1608	1501	2074	1953	1768	1984	2132	2187	2040	2192	1929		21368	1943
#6A Tri Area	612	642	884	822	824	858	843	860	863	911	900		9019	820
#6B Tri Area	562	655	833	852	776	866	825	788	741	834	766		8498	773
#7 Poulsbo	678	709	1042	932	1001	1139	1309	1276	1040	1037	883		11046	1004
#8 Sequim	632	599	889	847	876	976	1115	1091	959	799	754		9537	867
Wooden Boat													0	
Riders	8357	8246	11156	10903	10316	11676	12969	12900	11477	11955	10587	0	120542	10045
Average Per Day	348.21	358.52	413.19	419.35	412.64	449.08	480.33	496.15	459.08	459.81	441.13	0.00		
On Time Performance	96.1	96.4	96.2	96.8	96.3	95.47	96.5	96.4	96.8	96.7	96.4			96.37
#Days In Service	24	23	27	26	25	26	27	26	25	26	24	26		25
Mileage	35050	34160	40584	38991	36661	38991	39877	38951	37380	38270	35761			37698

2021 Notes

2/13/21 There was a snowstorm which reduced ridership

Wooden Boat Festival September 7-9 2018 Ridership			
Fri 9/7	Sat 9/8	Sun 9/9	Total
1322	2185	724	4231

Wooden Boat Festival September 6-8 2019 Ridership			
Fri 9/6	Sat 9/7	Sun 9/8	Total
1374	2872	733	4979

Wooden Boat Festival September 2020 Cancelled/COVID			

Wooden Boat Festival September 2021 Cancelled/COVID			

2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1268	1096	1183	1455	1502	1201	1202	1511	1355	1179	1183	1178	15313	1276
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25
JTOC Mileage	12520	10825	12123	12465	12402	11581	12036	12697	11379	12218	11217	11972	143435	11953
Notes: Feb - two days early closure due to snow														
Ridership 2018 compared to 2019, decrease of 5.6%														

2020	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC Riders	1058	997	996	284	187	306	314	308	367	357	315	340	5829	486
#Days In Service	26	25	26	22	20	22	23	21	21	22	19	22	269	22
JTOC Mileage	12229	11711	12003	5854	5460	5986	7193	8638	8572	9328	8010	9288	104272	8689
Notes: Snow week of January 13th CV19- March 30th reduced service July 22- 7:00am service restored.														

Dial-A-Ride

2020	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Average
Client Boardings	1168	1245	769	193	263	377	512	513	464	522	437	494	6957	580
PCA Boardings	51	100	50	8	16	26	23	14	9	33	16	50	394	33
Other Boardings	4	7	8	0	0	2	0	0	0	0	0	0	21	2
Riders	1223	1352	827	199	279	405	535	527	473	555	453	544	7372	614
Trips	1113	1138	711	187	247	349	489	499	455	489	421	444	6542	545
Service Hours	653	627	461	173	202	253	319	320	294	314	298	302	4216	351
Service Mileage	5968	5955	4322	1426	1629	2497	3314	3315	2981	3192	2946	2843	40388	3366
Avg Riders per day	47	54	32	9	14	18	23	25	23	25	20	22	26.71	25.99
Trip Productivity	1.10	1.19	1.16	1.06	1.13	1.16	1.09	1.06	1.04	1.13	1.08	1.23	1.13	1.12
On Time Performance	95%	93%	92%	93%	94%	92%	92%	91%	91%	96%	98%	96%		94%
#Days In Service	26	25	26	22	20	22	23	21	21	22	23	25	276	23

*February has a drop in ridership due to inclement weather/ snows day in which many riders cancelled their trips.

*February 9th DAR cancelled due to snow routes

2021	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	512	462	730	724	801	712	731	759	579	757	675	0	7442	620
PCA Boardings	30	23	48	56	51	0	50	33	37	39	18		385	35
Other Boardings	0	1	0	4	4	41	5	5	31	2	2		95	9
Riders	542	486	778	784	856	753	786	797	647	798	695		7922	664
Trips	482	438	682	664	746	712	731	759	609	757	675		7255	660
Service Hours	322	310	439	397	427	482	427	440	369	405	420		4436	403
Service Mileage	3166	3063	4240	3899	4366	4495	4647	4708	3989	4552	4445		45570	4143
Avg Riders per day	22.58	21.13	28.81	30.15	34.24	28.96	29.11	30.65	25.88	30.69	28.96		28.39	28.29
Trip Productivity	1.12	1.11	1.14	1.18	1.15	1.06	1.08	1.05	1.06	1.05	1.03		1.09	1.09
On Time Performance	94%	94%	94%	95%	94%	94%	93%	94%	95%	91%	94%			94%
#Days In Service	24	23	27	26	25	26	27	26	25	26	24		279	25

2019 Ridership Total including JTOC 258,956 2.8% increase in JT fixed route service, 5.6% decrease in JTOC service															
2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average	
#1 Brinnon	1541	1172	1313	1541	1423	1351	1256	1419	1309	1468	1105	1099	15997	1333	
#11 Shuttle	5559	4616	5692	5898	5950	6184	6597	6809	5388	5920	5186	5212	69011	5751	
#2 Ft. Worden	1694	1383	1660	1727	1820	1966	2061	2037	1640	1620	1431	1421	20450	1704	
#3 Castle Hill	1441	1204	1540	1650	1574	1727	1723	1791	1584	1703	1431	1391	18759	1563	
#4 Upper Sims Loop	3590	3100	3571	3798	3564	3334	3343	3735	3120	3437	3350	3455	41397	3450	
#6A Tri Area	1264	1122	1341	1486	1473	1326	1284	1405	1263	1616	1290	1208	16078	1340	
#6B Tri Area	1163	989	1238	1267	1292	1284	1270	1413	1084	1174	1005	1117	14296	1191	
#7 Poulsbo	1823	1605	1998	2015	1943	1839	2057	2302	1926	2016	1746	1634	22904	1909	
#8 Sequim	1716	1374	1645	1611	1640	1537	1716	1975	1647	1661	1580	1470	19772	1648	
Wooden Boat									4979				4979		
Riders	19791	16565	19998	20993	20679	20548	21297	22886	23940	20815	18124	18007	243643	20304	
Average Per Day	761.19	720.22	769.15	807.42	795.35	821.92	819.12	847.63	997.50	770.93	755.17	720.28	798.83		
On Time Performance	94.96	95.39	93.96	90.07	86.84	87.22	87.91	90.21	88.84	89.69	91.47	89.72	87.07	90.52	
#Days In Service	26	23	26	26	26	25	26	27	24	27	24	25	305	25.42	
Mileage	39041	35624	38319	39037	39056	36660	38990	39859	35765	40597	35050	37376	455374	37948	

2019 Notes

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#1 Brinnon	1206	1333	1004	265	230	299	307	307	280	399	449	538	6617	551	
#11 Shuttle	5230	5079	3425	1016	854	1169	1348	1478	1414	1548	2015	2356	26932	2244	
#2 Ft. Worden	1470	1498	949	302	338	351	483	356	353	366	644	756	7864	655	
#3 Castle Hill	1351	1428	887	232	347	452	532	349	372	435	649	810	7844	654	
#4 Upper Sims Loop	3372	3416	2322	678	645	923	985	911	889	957	1467	1691	18256	1521	
#6A Tri Area	1250	1370	1075	499	479	511	579	505	493	533	526	627	8447	704	
#6B Tri Area	1091	1101	851	284	288	324	309	296	259	313	562	615	6293	524	
#7 Poulsbo	1601	1860	1156	402	443	426	471	486	478	440	509	708	9030	753	
#8 Sequim	1536	1491	1029	516	555	654	665	671	613	613	641	734	9718	810	
Wooden Boat									CV19				CV19		
Riders	18107	18576	12698	4194	4179	5159	5679	5359	5151	5604	7462	8833	101001	8417	
Average Per Day	696.42	743.04	488.38	190.64	208.95	234.50	246.91	255.19	245.29	254.73	324.43	339.73	364.62		
On Time Performance	89.68	91.3	92.34	91.84	88.69	94.81	94.51	89.17	87.2	93.18	96.4	96.1	92.1	92.20	
#Days In Service	26	25	26	22	20	22	23	21	21	22	23	26	277	23	
Mileage	38539	36660	36988	15423	13992	15383	16090.8	14692	14692	15391	34160	38991	291001	44769	

2020 Notes

Week of January 13th, 2020 snow storm, ridership for the week was down approx 600 riders

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3/30/20 began reduced service due to COVID-19

11/2/2020- Returned to full/regular Monday-Saturday service.

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#1 Brinnon	492	636	670	760	725	812	825	945	863	855	844		8427	766
#11 Shuttle	2193	2040	2906	2737	2462	3013	3481	3496	2964	3128	2697		31117	2829
#2 Ft. Worden	753	678	815	961	891	997	1253	1179	1008	1042	1030		10607	964
#3 Castle Hill	827	786	1043	1039	993	1031	1186	1078	999	1157	784		10923	993
#4 Upper Sims Loop	1608	1501	2074	1953	1768	1984	2132	2187	2040	2192	1929		21368	1943
#6A Tri Area	612	642	884	822	824	858	843	860	863	911	900		9019	820
#6B Tri Area	562	655	833	852	778	866	825	788	741	834	766		8498	773
#7 Poulsbo	678	709	1042	932	1001	1139	1309	1276	1040	1037	883		11046	1004
#8 Sequim	632	599	889	847	876	976	1115	1091	959	799	754		9537	867
Wooden Boat													0	
Riders	8357	8246	11156	10903	10316	11676	12969	12900	11477	11955	10587	0	120542	10045
Average Per Day	348.21	358.52	413.19	419.35	412.64	449.08	480.33	496.15	459.08	459.81	441.13	0.00		
On Time Performance	96.1	96.4	96.2	96.8	96.3	95.47	96.5	96.4	96.8	96.7	96.4			96.37
#Days In Service	24	23	27	26	25	26	27	26	25	26	24	26		25
Mileage	35050	34160	40584	38991	36661	38991	39877	38951	37380	38270	35761			37698

2021 Notes

2/13/21 There was a snowstorm which reduced ridership

Wooden Boat Festival September 7-9 2018 Ridership			
Fri 9/7	Sat 9/8	Sun 9/9	Total
1322	2185	724	4231

Wooden Boat Festival September 6-8 2019 Ridership			
Fri 9/6	Sat 9/7	Sun 9/8	Total
1374	2872	733	4979

Wooden Boat Festival September 2020 Cancelled/COVID			

Wooden Boat Festival September 2021 Cancelled/COVID			

TAG meeting summary for September and November 2021

In September, TAG received a presentation by the TRANSPO Group, similar in content to that provided earlier to JTAB regarding electric vehicles, with information about the impacts of battery capacity on the current method of establishing driver blocks and which routes could currently run electric buses. Industry expectation is that battery capacity improvements will render this less of a concern in the near future. Staff were asked about electric bus uniformity across manufacturers and their stated preference was to stay with Gillig for electric buses to maintain fleet consistency.

TAG discussed the point to point schedule for the Hadlock/Port Townsend routes as provided by Gerald Braude via TAG member Scott Walker and formalized by Miranda Nash. The benefit of a point to point or 'rider-friendly' schedule is that it is for transit users who already know where they want to go and only need to know the next available bus. In the Hadlock/PT case, this includes four different bus routes that give multiple opportunities. M Nash noted that the Google Route Match feature would provide the same information but not every rider has a smartphone to access that function. TAG members also noted that patchy cellular reception in the county could limit in-transit access to the website. TAG considered other routes that would benefit from these rider-friendly schedules, including the possibility of establishing some transit to trail schedules.

At our November meeting, we could not identify a quorum because one member was unable to respond verbally to questions although she heard the entire meeting. We could not proceed formally but we went forward with an informal discussion with TLab member Rebecca Kimball on tabling to educate the public about transit. Discussion included where to best encounter residents who don't know about transit, particularly in mid and south county. Tim Caldwell recommended school athletic events and offered insights into how to engage and what questions to ask - start with 'what do you know about transit?'. Mid-county we could ask to table at the library, at schools, farmers markets and grocers as these types of venues were successful for PT's recent Parks Plan update. In PT, we could include large employers like the boatyard, mill, JHC. T Caldwell recommended the association of realtor meetings, Rotary, Kiwanis. R Kimball offered to share a series of links about questions to ask from surveys by other transits, and M Nash offered to share our prior surveys. These will be provided to TAG via email. TAG could not vote without a quorum but wanted to encourage JTAB to officially resolve to continue farefree as a matter of equity.

The possibility of engaging LTAC for some advertising support was discussed, and Tammi Rubert recommended that we ask JTAB what their guidance is for us with regard to advertising the Kingston route. T Caldwell is willing to approach LTAC but TAG requests JTAB guidance as to whether he approaches as a TAG member or as a member of the public. Sara Crouch cautioned being careful about what monies are used for promotion as some sources could affect our ability to qualify for grant funds.

Public comment (G Braude) led to a discussion of advocating for DOT to provide shoulder space or other alternatives for stops in areas currently lacking, including the Canal View area in south county. S Walker asked that we approach this as an action item when we have a quorum.

Ridership report informed us that we look much like other transit systems in the state, holding steady but not increasing numbers as yet. Kate Dean inquired about the perception of safety in Dial A Ride vs standard transit and M Nash noted that DAR is a lifeline service so it is more driven by dependence on the service but riders are no less cautious than conventional riders. We had a TAG member resignation to announce and we discussed the importance of recruiting more mid and south county members to TAG. TAG members thanked JTAB member Ariel Speser for her service and for her instrumental role in fostering the advisory group back into existence with a mission.